

# NFC

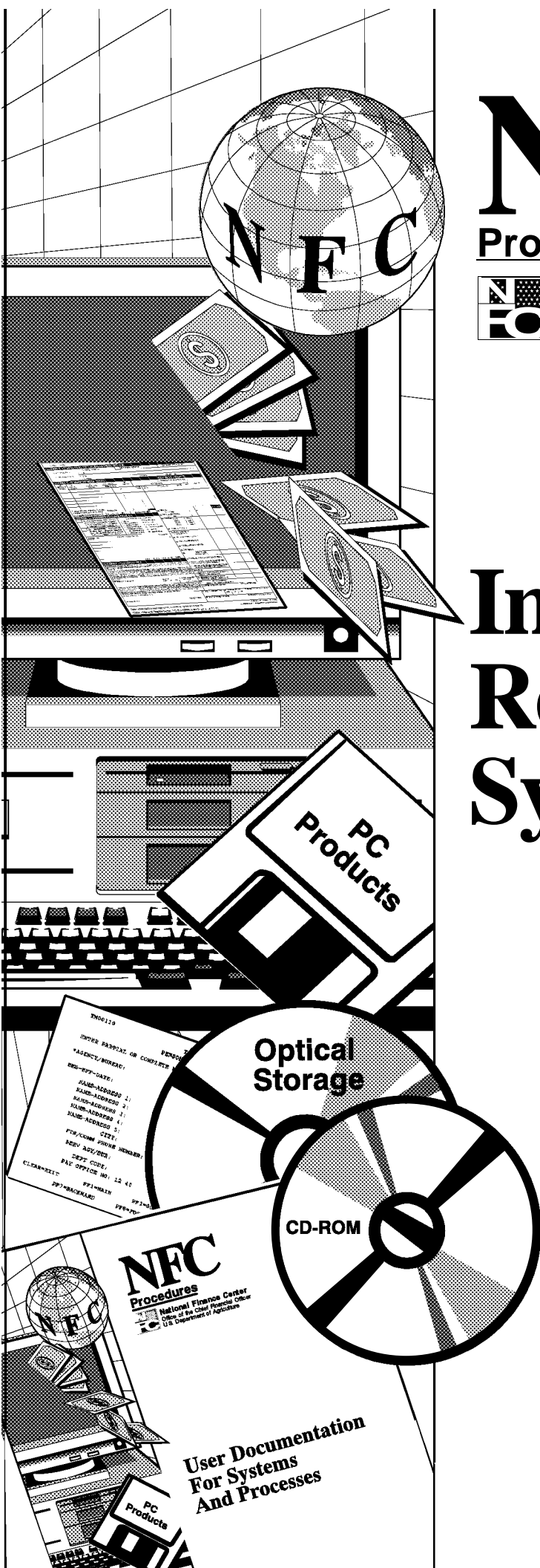
## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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# Information Research/Inquiry System (IRIS)



**TITLE I**  
Payroll/Personnel Manual

**CHAPTER 15**  
Information Research/Inquiry System

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## About This Procedure

This procedure provides instructions for accessing and operating the Information/Research Inquiry System (IRIS). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

### How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

**System Overview** describes what the system is used for and provides related background information.

**System Access** provides access security information and instructions for accessing the system.

**Operating Features** describes the system's design and how to use its operating features.

The **IRIS Menu** gives instructions for selecting one of six submenu screens or specific screens within a submenu. These screens are used to display current/historical employee payroll and personnel data.

Instructions for each **submenu** are provided under a separate heading and are covered before going to the next option on the main menu. The menu and program screens are presented as figures within the text.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin or until superseded.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)).

### What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics*. Example: The message *SSNO Not On Data Base* is displayed.
- Figure references printed in bold link the figures with the text. Example: The Salary Data screen (**Figure 8**) is displayed.
- References to sections within the procedure are printed in bold as shown here. Example: See **System Overview**.
- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF6].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
  - To exit the system, press [Clear].
- Important extra information is identified as a note. Example: **Note:** The user-ID displayed in the User-ID field is that of the person who entered the data into the system. For computer generated actions, the user-ID is NF000.

### Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

*(reserved)*

## System Overview

IRIS is an inquiry only system of the U.S. Department of Agriculture (USDA) that replaces the Payroll/Personnel Inquiry System (PINQ) and the History Inquiry System (HINQ). It provides immediate access to at least 1 calendar year of current and 5 years of historical personnel data and certain payroll document history.

IRIS is an improved inquiry system which now enhances agencies' abilities to research inquiries received from employees and other sources. The primary enhancement of this redesigned inquiry system is the reduction of steps required for queries of the Payroll/Personnel Master File.

This procedure provides instructions for querying current and historical, payroll and personnel data contained on 3 separate data bases. They are the Payroll/Personnel data base, Personnel History Information System (PHIS) data base, and the Name Inquiry data base.

The majority of the data displayed in IRIS is the result of payroll/personnel transactions processed in the Payroll/Personnel System. The data processed was entered through a remote entry system or by magnetic tape (e.g., new users' conversion data). Other data is system generated from data entered by users (e.g., after the health benefit form is processed, 1 (Enrolled) is displayed in Program IR115, Health Benefits).

After data is processed in the various Payroll/Personnel subsystems, it is retrieved from the different areas of the data base and displayed in the applicable IRIS program(s). (For more information, see [Payroll/Personnel subsystems](#) on Page 3.) IRIS does not have the capability to update data on any of the data bases. IRIS displays data for non-USDA departments serviced by NFC from the time of conversion to present. If a department elects to load its history data into the Payroll/Personnel System, the data is displayed in the applicable IRIS history programs.

## Current Data

IRIS contains current programs which include the latest information processed in the data base. During the processing cycle, certain IRIS programs are updated as transactions are processed. This includes one year of T&A data which is adjustable. Other programs are updated when payroll/personnel systems process.

The current IRIS programs display data for the processing pay period as applicable. After being processed, the data remains current until transactions are processed for the next pay period.

## Personnel History Data

IRIS is also used to query 5 years of historical personnel data stored in the PHIS data base. The PHIS data base is updated after the processing cycle each pay period to include payroll/personnel actions (official action, cash award, thrift savings plan, health benefits, union deduction activity, etc.) processed for the pay period. These payroll/personnel actions are retained in the current fiscal year portion of the PHIS data base and are displayed in IRIS with payroll/personnel actions processed during the previous 5 years. PHIS is purged at the end of each fiscal year, and the data for the earliest fiscal year is moved to a separate file. This process is repeated each fiscal year. After the data is removed from PHIS, it is no longer accessible to the user.

An organization's historical data begins to accumulate in IRIS as soon as it is implemented into the Payroll/Personnel System. Access to history data is based on ownership of the data. IRIS allows inquiry paths depending on the user's identification: (1) an owner path and (2) a previous owner path. The owner has access to employee data for all previous and current employment with organizations serviced by NFC. The previous owner has access to the employee's data only for the period of employment with that agency. The data from the previous employer is transferred to the new employer when a personnel action is processed that changes employing offices or servicing agencies. If more than two employers existed, only the current employing agency has access to all data; all previous owners have access to their data only.

A personnel action processed by a gaining employer that (1) transfers an employee from one agency to another within a department or (2) changes an employee's employing office or servicing agency is duplicated and moved to the former employer's IRIS Personnel History record.

## New and Separated Employees

A new employee must be established on the data base (i.e., the accession action cleared all edits and processed through PINE/PEPL) before query can be successful. After an employee separates, his/her record is retained in the IRIS Current Data Menu programs until certain transactions as appropriate, are processed. A separated employee's record is retained in IRIS programs for 6 pay periods following the processing of the last transaction (e.g., final flag on final Time and Attendance Report, separation action, annual/compensatory leave payments, etc.) and for 5 years in the history programs after separation or until a data base change occurs.



## Adjustments

The Payroll/Personnel System retains 1 year of data to facilitate the automatic adjustment of 1 year of processing. The data reflected in IRIS is updated when one of the following retroactive adjustments is processed: (1) personnel action, (2) corrected Time and Attendance Report(s), or (3) NFC initiated adjustment as a result of retroactive law, regulation, or policy being enacted. When these adjustments process, the payment is revalidated (i.e., a debit and credit is initiated which recomputes the original payment(s), computes the correct payment(s), and pays or collects the difference). These transactions must be effective no more than 1 year prior to the processing pay period for an automatic adjustment to be successful.

When a late payroll document is processed, in most cases, the system will not revalidate payment for the retroactive period; it will only apply the document in the pay period in which it is processed. In those cases, Form AD-343, Payroll Action Request, must be submitted to NFC for the retroactive period.

Any adjustment over 1 year requires manual intervention. Although manual intervention may be required to process an adjustment, the data base is updated to reflect the adjustment processing, as appropriate. For example, an adjustment involving back pay due beyond 1 year requires the agency to submit Form AD-343 for processing the adjustment manually. NFC abstracts pertinent data from the AD-343, computes the payment, and processes the necessary documentation (in most cases an NFC-29, Pay Adjustment Document) in the system so that payment can be updated for tax and tracking purposes.

## IRIS System Messages

Messages are displayed during IRIS access if an employee is not on the data base as a result of a new hire whose accession action is not in the system or is in error. The message, *SSNO Not Found – Please Verify SSNO Or Reference IR131*, is displayed in these situations.

Certain messages indicate that the program being accessed is not applicable to the employee (e.g., severance pay program, discretionary allotment program, etc.). The message, *Record Not Present*, is displayed.

In most cases, when scrolling through records within a program, a message is displayed to indicate the last record has been displayed (e.g., *ADJP Hist Records Exhausted*).

## Other Inquiry Systems

The Payroll/Personnel System offers access to other data through additional inquiry systems. The systems are future, suspense, and leave. Below is a synopsis of each of these systems:

**Future Inquiry System (FINQ).** FINQ is an inquiry system containing payroll and personnel documents that have been entered with future effective dates. These documents are edited, then placed in FINQ, until the effective pay period's processing. You may (1) view these documents while they reside in FINQ or (2) place them in suspense to change or delete.

**Suspense Inquiry and Correction System (SINQ).** SINQ is a correction and inquiry system. It is used to correct and view payroll and personnel documents that are held in suspense. After the document is corrected and released from suspense, it can no longer be viewed in SINQ.

**Time Inquiry–Leave Update System (TINQ).** TINQ is a leave inquiry and correction system. Users may view leave data and correct employees' leave records in the data base without having to submit a leave audit to NFC for correction or to submit a corrected T&A.

## Payroll/Personnel Subsystems

The Payroll/Personnel subsystems are integrated through the shared data base. All data is linked and keyed so that information can be accessed randomly and processing steps can follow data through alternative pathways.

The systems listed below are not inclusive of all the Payroll/Personnel subsystems but include only those that directly or indirectly reflect the data displayed in IRIS. Following is an explanation of these systems.

**Position Management System (PMSO).** PMSO data base contains position data. Agencies enter the PMSO data in the PMSO system. This data is linked internally with employee data during the processing of PINE. IRIS reflects the data as processed through PINE and released to PEPL.

**T&A Validation System (TIME).** TIME reads, collects, edits, audits, and validates Time and Attendance (T&A) data transmitted to NFC for all employees paid by NFC. Additionally, TIME updates the Payroll/Personnel data base, thereby establishing the hours and type of pay for which the employee is paid. IRIS displays T&A data during the pay period after the T&A releases from TIME.

**Payroll Accounting System (PACS).** PACS is a financial management data collection and reporting system. It also has the capability to correct any forced release

accounting data. The Payroll/Personnel System interfaces with PACS when transactions are processed. The accounting data obligated for the transaction is displayed in IRIS during the pay period as appropriate.

**Administrative Billings and Collections System (ABCO).** ABCO involves the administrative billings and collections function of each Department serviced by NFC. Bills are required as a result of errors made by vendors, field units, employees, etc., which result in erroneous payments or overpayments by NFC. Most administrative billings are on a one-time basis with some accounts being liquidated by partial payments. Those liquidated by partial payments may be through payroll deductions. If so, a receipt account is established and deductions are made each pay period.

**Adjustment Processing System (ADJP).** The ADJP System provides for automatic handling of a variety of payroll adjustments. This system processes adjustments for corrected Time and Attendance (T&A) reports and late personnel actions effective up to 1 prior year. When this system processes, the adjustment programs in IRIS reflect the transactions.

**Payroll/Personnel Edit (PINE).** PINE edits and audits all payroll and personnel documents. It builds a suspense file for correcting current and future actions. Documents release from PINE to PEPL.

**Personnel Processing System (PEPL).** PEPL performs the update function of the personnel areas of the data base. All documents passing validation through PINE are processed through PEPL for necessary update or modification of data base elements. PEPL retains personnel transactions that have processed and applied to the data base. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the data base as well as utilization statistics and management reports.

**Payroll Processing System (PAYE).** PAYE is the heart of the integrated Payroll/Personnel System. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through PACS.

PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments from ADJP, develops the net amount due, and prepares data for subsequent issuance of a salary payment by Treasury. This system updates the data base during the weekend prior to the Thursday pay day, to reflect salary payments as well as employee's leave. PAYE also prepares a statement of earnings and leave for all paid employees each pay period, reflecting the current payment, plus year-to-date data on earnings, deductions, leave, bonds, adjustments, retirement, etc.

A significant feature of the PAYE process is the interface with the Travel System. This interface provides the means for effectively collecting outstanding travel advances and also provides a means for updating transfer of station allowances that must be shown on the W-2.

PAYE also processes the deductions for Federal and state taxes, savings allotments, bonds, charitable contributions, union dues, etc. and reports to the appropriate organization. PAYE builds and maintains data for preparation and report of W-2's at the end of the earnings year. IRIS displays the employee transactions processed through PAYE.

**Bi-Weekly Examination Analysis and Reporting (BEAR).** BEAR generates a "system sweep." It closes out the prior pay period and sets up the current pay period for payroll/personnel related information. This system generates any type of notification that will affect an employee's payroll/personnel data base. IRIS displays transactions processed through BEAR.

## Reports

IRIS is an inquiry system used to query individual employee data. To query groups of employee data, use the report generator systems: CULPRPT, to request predefined reports, or FOCUS, to request ad hoc reports. For FOCUS reporting, select Option 1, Payroll/Personnel Systems on the FOCUS Main Data Base menu. The following files are used to generate FOCUS reports from the Payroll/Personnel data base: (1) Salary/Personnel (SALPERS), (2) Payroll/Personnel (PAYPERS), (4) Time & Attendance, or Personnel History (PERHIS).

*(reserved)*

## System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

## Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access IRIS, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

## Security Access

The following information describes the security environment at NFC.

**Security Software.** System security at NFC is managed by TOP SECRET, a commercial access control package operated in an OS-390 environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

- 1 TOP SECRET validates the user to determine if he/she is authorized to use IRIS. The user's logon access (user ID and password) is validated during the logon process.
- 2 TOP SECRET confirms that the user is authorized to use the requested facility.
- 3 TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.*).

**Validation Process.** To facilitate user access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to IRIS.

- 1 The user is prompted to enter his/her user ID and password.

- 2 At the Application prompt, the user then keys in IRIS.

- 3 TOP SECRET validates the user ID, password, and access authorization to IRIS.

- 4 Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into IRIS.

- 5 IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the ACID name) in order to proceed.

- 6 Security classes are assigned to all 300 series screens. To execute these restricted data screens in IRIS, the user must be assigned the proper security class in the data dictionary.

- 7 The user is allowed to execute the IRIS program which will perform his/her assigned function as long as his/her security access for the program match.

- 8 The TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowed.

- 9 The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC:PNDDYYXXXXXXXX, where N=5 for  
Agriculture users  
or N=7 for Treasury users,  
or N=6 for Non-Agriculture/Non-Treasury users

In the primary SAC entry path, DD=Department and YYYYYYYYY is the organizational structure.

The alternate SAC entry path is:  
SAC:QNDDYYXXXXXXXX, where N=5 for  
Agriculture users  
or N=7 for Treasury users,  
or N=6 for Non-Agriculture/Non-Treasury users

In the alternate SAC entry path YY=Agency and XXXXXXX is agency defined.

The SAC entry in the users TOP SECRET profiles are read to determine if the access should be allowed.

**Note:** Steps 5 through 9 are transparent to the user.

**Requests For IRIS Access.** Users **must** request access through their agency's security office. The request for access should provide the following information:

- User Name
- User Social Security Number
- User ID
- Agency Name
- User Access Request Level
  - Current Data screens and ADJP History Data screens
  - Restricted Data screens
  - Personnel History screens
  - All screens
- Telephone Number
- Application Name (IRIS)

**Note:** The access level requested for the user should be based on the individual's assigned work requirements and job functions.

## Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

**1 Enter User ID** (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., **NF999**). Press [Tab].

**2 Password** (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

**3 New Password** (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

**4 Enter Application Name** (required, alphanumeric field; max. of 9 positions). Key in **IRIS** and press [Enter]. The IRIS Menu is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed.

**Note:** When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to payroll/personnel systems. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994).

Instructions for using the IRIS Menu begin on page 11.

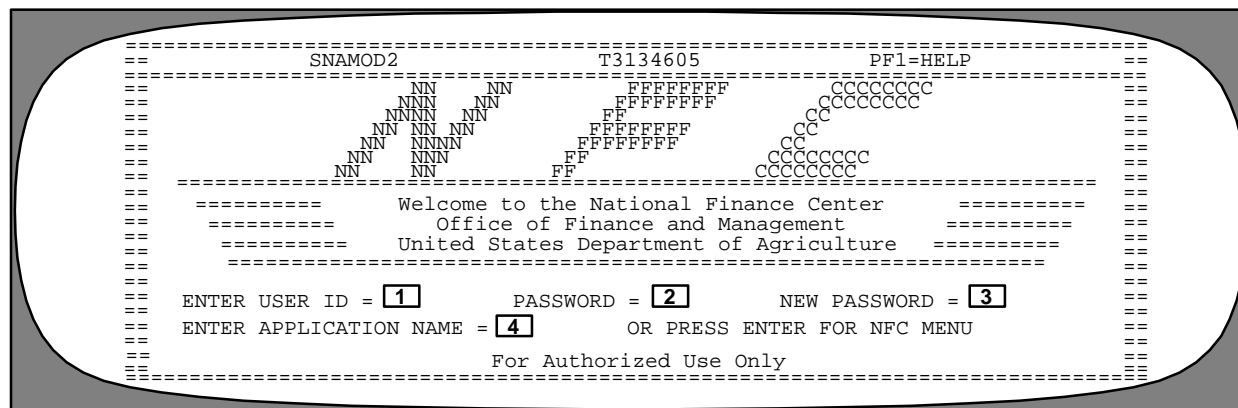


Figure 1. NFC Banner Screen

```
=====
==  XX/XX/XX      SNAMOD2      NFC MENU      T3134806      15:12:50  CT  ==
=====
==  SELECT ONE:                                     ==
==  1. PAYROLL/PERSONNEL SYSTEMS                    ==
==  2. FINANCIAL INFORMATION SYSTEMS                 ==
==  3. PROPERTY MANAGEMENT INFORMATION SYSTEMS       ==
==  4. ADMINISTRATIVE INFORMATION SYSTEMS            ==
==  5. DEVELOPMENT SYSTEMS <NFC ONLY>                ==
==  6. DATA BASE TEST SYSTEMS <NFC ONLY>            ==
==  7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>  ==
==  8. DIRECTIVES BULLETIN BOARD                    ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>    PF11 = EXIT ==
=====
==                                     MESSAGE BOARD ==
=====
```

Figure 2. NFC Menu

**Sign-Off**

To exit IRIS, press [Clear] at any screen. The Enter Next Task Code prompt is displayed. Key in *bye* (see **Figure 3**) and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the

mainframe, you are automatically disconnected after your terminal is inactive for a short time.

```
Enter Next Task Code

bye
```

Figure 3. Enter Next Task Code Prompt

*(reserved)*

## Operating Features

This section describes the system's design and operating features.

### System Design

IRIS is a menu driven inquiry only system. It consists of a main menu with 6 submenus. Each submenu contains several individual programs pertaining to the subject matter of that particular submenu of IRIS.

IRIS allows the user to transfer to any screen within the system by keying in the Program Number at the Screen prompt. To return to the main menu or a submenu, the [PF1] key is used.

IRIS also allows multiple SSN's to be researched without exiting a screen. To reenter a SSN on the same screen, position the cursor in the SSN field, key in the next SSN, and press [Enter]. The screen with data for the new SSN is displayed.

### Glossary

The Glossary is an online list of data element names and identifies the corresponding Integrated Data Base Management System (IDMS) element name and the IRIS program on which the element is displayed. To display the Glossary, press [PF6]. The Glossary is also included as the **Appendix** to this procedure. **Note:** This feature is not currently available.

### Help Screens

Help screens are available for the IRIS Main Menu, each submenu, and each program within IRIS. Additionally, help screens are provided for each data element on each screen.

To obtain a Help screen for a data element (**Figure 4**), position the cursor with the arrow keys on the data portion of the element in question and press [PF5]. A help screen is displayed that provides a description of the data element and/or a list of the valid values for that element. This data is reflected as it appears in the Data Dictionary. Press [Enter] to return to the original screen. Descriptions of the data element help screen fields are provided below:

**Field Screen Name.** Displays the data element name as it appears on the screen.

**Screen.** Displays the screen number that the data element appears on.

**IDMS Data Name.** Displays the data element name as it is stored in the record on the data base.

**Version.** Displays the database version of the data element.

**IDMS Record.** Displays the database record from which the data element comes.

**Format.** Displays the IDMS data format.

**FOCUS Data Name.** Displays the FOCUS name for the data element.

**Alias.** Displays the FOCUS alias for the data element.

**Format.** Displays the FOCUS format.

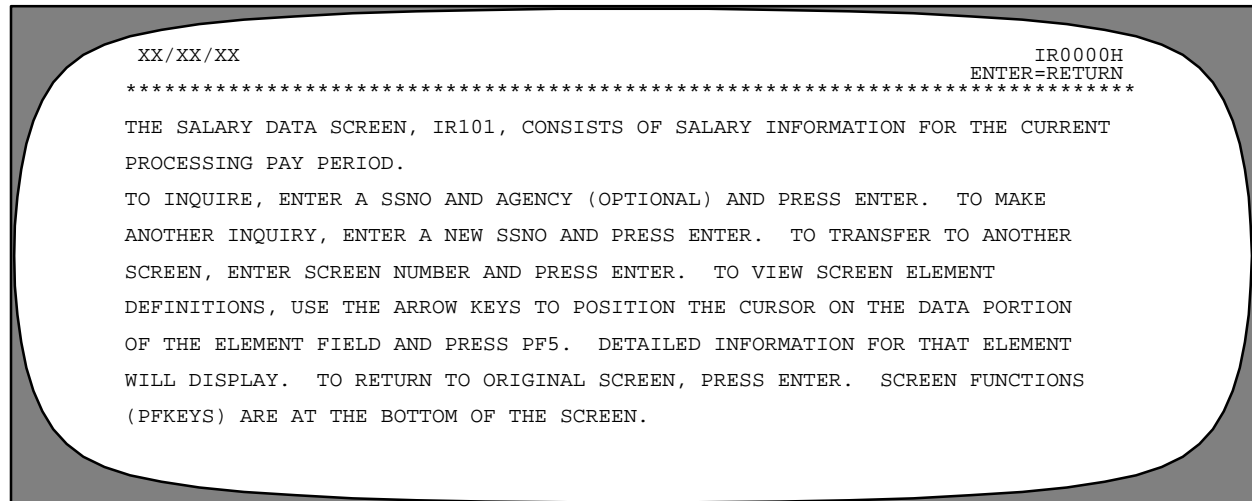
**Data Definition.** Displays the definition of the data element. If the description of a data element exceeds the space allowed on the Help Screen, you should refer to the **Glossary** in **Appendix A** for the complete definition.

To obtain a Help screen for a particular program (**Figure 5**), position the cursor with the arrow keys on the SSNO field and press [PF5]. A help screen is displayed that provides a description of the IRIS program screen. Press [Enter] to return to the original screen.

IRIS ELEMENT INFORMATION SCREEN				IR0000E ENTER=RETURN	
*****					
FIELD SCREEN NAME	AG	SCREEN	IR101		
IDMS DATA NAME	ORG-STRUCTURE-CODE-AGCY	VERSION	0003		
IDMS RECORD	SALARY	FORMAT	X(02)		
FOCUS DATA NAME	ORG_AGCY	ALIAS	P011005C0071	FORMAT	A02
-----DATA DEFINITION-----					
ORGANIZATIONAL STRUCTURE CODE (AGENCY)					
THE FIRST LEVEL OF THE ORGANIZATIONAL STRUCTURE CODES IDENTIFIES					
THE AGENCY, BY CODE, AS ASSIGNED TO THE DEPARTMENT OF AGRICULTURE					
BY OFFICE OF PERSONNEL.					

**Figure 4. IRIS Element Information Screen**





**Figure 5. Program Help Screen**

## Function Keys

Your keyboard includes:

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide or consult your agency ADP staff.

The special functions of these keys in IRIS are displayed at the bottom of each screen. Descriptions are provided below:

### Key Functions

**PF1** Used to display the IRIS Main Menu or Sub-menu.

**PF2** Used to display the following:

- Organizational code description on IR101, Salary Data, IR122, SF-50B Data Elements, IR201, Salary Data Transaction, IR222, SF-50B Data Elements Transaction, IR501, PERHIS Salary Data, and IR522, PERHIS SF-50B Data Elements
- Bond owner data on IR108, Bonds
- Screen 2 on IR135, Severance Pay Computation
- The nature of action literal on IR125, Personnel Actions Summary, and IR225, Personnel Transaction History
- Restricted data screens on IR205, State Tax Transaction, IR211, Charitable Contribution Tran, IR302,

PERHIS Handicap RNO Data, and IR314, PERHIS SES Performance Data

- NOA Literal on IR525, Personnel Actions Summary
- Financial Institution Address on IR110, Financial Allotment, IR120, Thrift Savings Loans, IR124, Address/Check Information, IR306, Child Support & Alimony, and IR524, PERHIS Address/Check Information.

**PF3** Used to display co-owner data on IR108, Bonds.

**PF5** Used to display the Help screen.

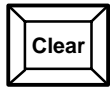
**PF6** Used to display the Glossary.

**PF7** Used to Page Up (to display the previous screen within a program).

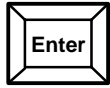
**PF8** Used to Page Down (to display the next screen within a program).

**PF11** Used to display the next agency transaction history records on the transaction history programs (Series 200).

**PF12** Used to display a previous record and used to display the previous agency transaction history records on the transaction history programs (Series 200).



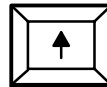
Used to exit the system.



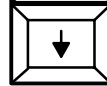
Used to inquire or transfer to another screen, to scroll through multiple records, to return to the beginning of the list on IR525, and for a continuation of rate records on IR139, Compensatory Leave & Rate.



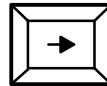
Used to move the cursor from field to field.



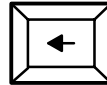
Used to move the cursor up from line to line.



Used to move the cursor down from line to line.



Used to move the cursor to the right from position to position within a field.



Used to move the cursor to the left from position to position within a field.

*(reserved)*

## IRIS Main Menu

IRIS is divided into 6 sections called submenus. Each submenu contains a different category of data with the applicable programs within that submenu. After you access the Main Menu (**Figure 6**), 6 available options are displayed.

Below is a brief description of each option.

**100 Current Data Menu.** Used to view current data which is obtained from the Payroll/Personnel Data Base. This data consists of salary and personnel records and the records associated with them.

**200 Transaction History Menu.** Used to view historical data obtained from the Payroll/Personnel Data Base. This data consists of ADJP History data and the records associated with it. The data is maintained for 1 year in this area.

**300 Restricted Data Menu.** Used to view sensitive data which can be from any one of the three data bases (Payroll/Personnel Data Base, Personnel History Data Base, and Name Employee Data Base). The data fields in this area have been designated sensitive data. This menu includes data for child support/alimony, union dues, and race/national origin. **Note:** Only authorized users have access to these programs.

**400 Payroll Data Menu.** Used to view payroll data by pay period which is obtained from the Payroll/Personnel Data Base. The current pay period and 25 prior pay periods are available by designating requested pay periods.

Certain data displayed in this submenu may also be displayed in the Current Data Menu.

**500 Personnel History Menu.** Used to view salary and personnel history data obtained from the Personnel History Information System Data Base. Data is maintained for 5 years for separated employees.

**600 Name Employee Inquiry.** Used to view employee data obtained from the Name Employee Data Base. This screen allows research by employee name, instead of SSN. Data is maintained for 5 years.

To query a program at the IRIS Main Menu, follow one of the methods below:

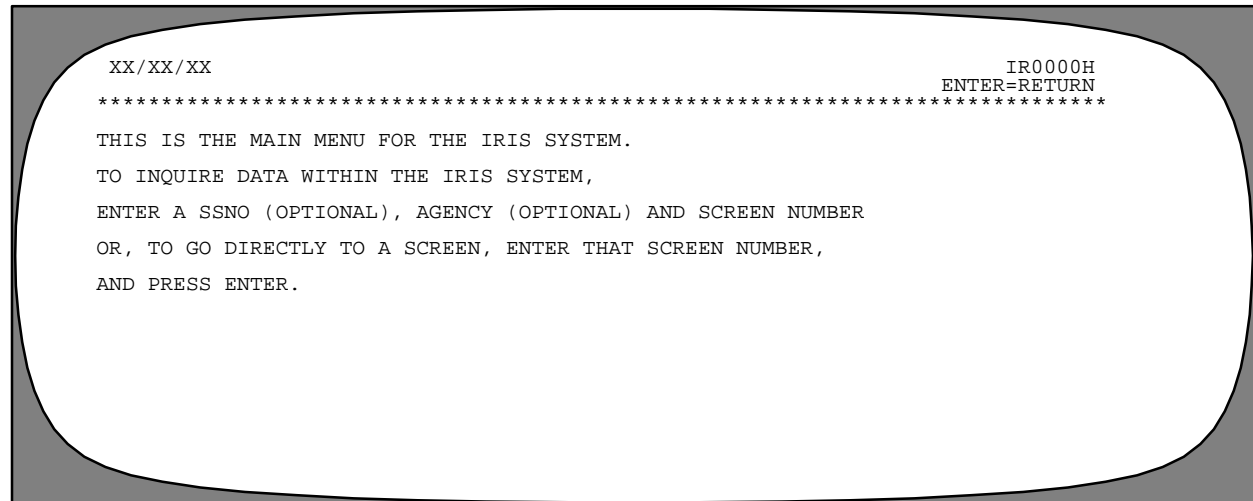
- Key in the social security number (SSN), the agency code, the screen number and press [Enter]. The selected program is displayed with the employee's data. This method bypasses the submenu.
- Use the tab key, position the cursor on the Screen/Menu field and key in the menu number. The screen displays all of the programs available within that submenu. Key in the SSN and the agency code and press [Enter].

There are 2 help screens available on the Main Menu. To display a help screen that provides instructions for accessing a submenu or a specific program (**Figure 7**), press [PF5] on the SSN, Agency, or Screen fields. To display a help screen that provides instructions for accessing a submenu (**Figure 8**), press [PF5] on the submenu number.

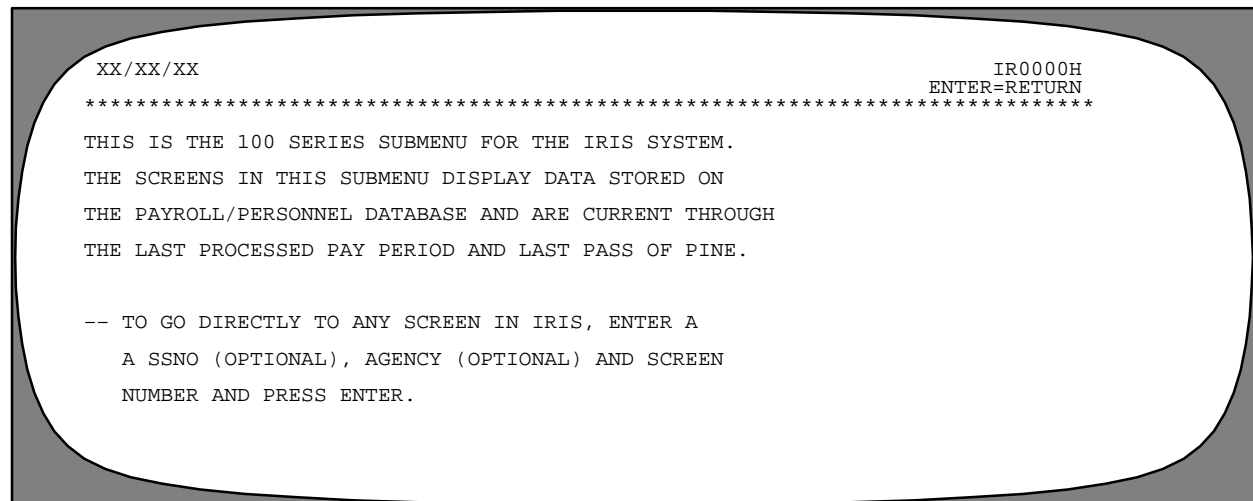
```

IIIIIIIIII      ** INFORMATION/RESEARCH INQUIRY SYSTEM **  XX/XX/XX  IR000
  II
  II
  II
IIIIIIIIII      >> 100    CURRENT DATA MENU
RRRRRRRRRR      >> 200    TRANSACTION HISTORY MENU
RR      RR      >> 300    RESTRICTED DATA MENU
RR      RR      >> 400    PAYROLL DATA MENU
RR      RR
IIIIIIIIII      >> 500    PERSONNEL HISTORY MENU
  II
  II
  II
IIIIIIIIII      >> 600    NAME EMPLOYEE INQUIRY
ENTER SCREEN NUMBER (SSNO/AGENCY OPTIONAL)
SSSSSSSSSS      AND PRESS ENTER
SS
SSSSSSSSSS
SS
SSSSSSSSSS
SS
SSSSSSSSSS
  
```

**Figure 6. IRIS Main Menu**



**Figure 7. Main Menu Help Screen 1**



**Figure 8. Main Menu Help Screen 2**

## Current Data Menu

The Current Data Menu (**Figure 9**) is Option 100 on the IRIS Main Menu (**Figure 6**). This option consists of 2 screens and provides a menu of 46 programs that are used to view current payroll/personnel data as it applies in the data base during the pay period and remains until changed. To display the second screen (**Figure 10**), press [PF8]. The second screen displays a continuation of the options available on the Current Data Menu.

To select the Current Data Menu, position the cursor with the arrow key on Menu Number 100 on the IRIS Main Menu (**Figure 6**) and press [Enter].

Below is a brief description of each program:

**101. Salary Data.** Displays an employee's position related information and salary record and personnel records associated with it.

**102. Dates & Misc Pers Data.** Displays general personnel and salary data.

**103. Salary YTD Data.** Displays year-to-date calculations.

**104. Federal Tax.** Displays Federal tax data.

**105. State Tax.** Displays state tax data.

**106. City Tax.** Displays city tax data.

**107. County Tax.** Displays county tax data.

**108. Bonds.** Displays bond data.

**109. Allowances/COLA/Post Diff.** Displays allowance data.

**110. Financial Allotment.** Displays data for up to two financial allotment records.

**111. Charitable Contribution.** Displays data for up to two charitable contribution records.

```

                                CURRENT DATA MENU                                XX/XX/XX  IR100
                                SSN 000000000  SCREEN 000

101  SALARY DATA                116  LIFE INSURANCE
102  DATES & MISC SAL/PERS DATA  117  RETIREMENT DATA
103  SALARY YTD DATA            118  THRIFT SAVINGS DATA
104  FEDERAL TAX                 119  THRIFT SAVINGS PLAN FUNDS
105  STATE TAX                   120  THRIFT SAVINGS LOANS
106  CITY TAX                    121  THRIFT SAVINGS RETRO PAYMENTS
107  COUNTY TAX                  122  SF-50B DATA ELEMENTS
108  BONDS                       123  PERSONNEL SUPPLEMENTS
109  ALLOWANCES/COLA/POST DIFF   124  ADDRESS/CHECK INFORMATION
110  FINANCIAL ALLOTMENT         125  PERSONNEL ACTIONS SUMMARY
111  CHARITABLE CONTRIBUTION     126  LAST PAYROLL ACTION
112  DISCRETIONARY ALLOTMENT     127  DETAIL ASSIGN/TEMPORARY PROMOTION
113  FLEXFUND                   128  RETAINED GRADE DATA
114  RECEIPT ACCOUNTS           129  INTERMITTENT
115  HEALTH BENEFITS            130  EDUCATION AND CERTIFICATE

ENTER SCREEN NUMBER(SSNO/AGENCY OPTIONAL) AND PRESS ENTER
PF1 = MAIN MENU  PF5 = HELP  PF8 = PG/DWN  ENTER = TRANSFER  CLEAR = EXIT

```

**Figure 9. Current Data Menu, Screen 1**

```

                                CURRENT DATA MENU CONTINUED                    XX/XX/XX  IR1001
                                SSN 000000000  SCREEN 000

131  SSNO CHANGE DATA
132  SEPARATION INFORMATION
133  SEPARATED LEAVE
134  SEVERANCE PAYMENT
135  SEVERANCE PAY COMPUTATION
136  ANNUAL/SICK LEAVE
137  RESERVED FOR FUTURE USE
138  OTHER LEAVE
139  COMPENSATORY LEAVE AND RATES
140  NON PAY LEAVE
141  RESERVED FOR FUTURE USE
142  AWARDS
143  TIME OFF AWARD DATA
144  PROCESSING INDICATORS
145  DEMONSTRATION PROJECT DATA
146  BUILDING LOCATOR INQUIRY

ENTER SCREEN NUMBER (SSNO/AGENCY OPTIONAL) AND PRESS ENTER
PF1 = MAIN MENU  PF5 = HELP  PF7 = PG/UP  ENTER = TRANSFER  CLEAR = EXIT

```

**Figure 10. Current Data Menu, Screen 2**

**112. Discretionary Allotment.** Displays discretionary allotment data.

**113. Flexfund.** Displays flexfund data.

**114. Receipt Accounts.** Displays receipt account data.

**115. Health Benefits.** Displays Federal and non Federal health benefit data.

**116. Life Insurance.** Displays Federal and non Federal life insurance data.

**117. Retirement Data.** Displays retirement data for Civil Service Retirement, Federal Employees Retirement System, and others.

**118. Thrift Savings Plan Data.** Displays Thrift Savings Plan data.

**119. Thrift Savings Plan Funds.** Displays Federal and Non Federal Thrift Savings Plan fund data.

**120. Thrift Savings Plan Loans.** Displays Federal and Non Federal Thrift Savings Plan loans data for up to four loan records.

**121. Thrift Savings Retro Payments.** Displays Thrift Savings Plan collections made.

**122. SF-50B Data Elements.** Displays personnel data.

**123. Personnel Supplements.** Displays general personnel data.

**124. Address/Check Information.** Displays the employee's residence address and check distribution information .

**125. Personnel Actions Summary.** Displays a listing of personnel actions processed in the last year.

**126. Last Payroll Action.** Displays a listing of the last payroll actions applied.

**127. Detail Assign/Temporary Promotion.** Displays current detailed position data and temporary promotion data.

**128. Retained Grade Data.** Displays save grade data.

**129. Intermittent.** Displays intermittent employee counters for days and hours worked for service computation purposes.

**130. Education and Certificate.** Displays additional educational level and certification information.

**131. SSNO Change Data.** Displays changes made to an employee's social security number.

**132. Separation Information.** Displays employee separation information.

**133. Separation Leave.** Displays leave information for separated employees.

**134. Severance Payment.** Displays severance pay information.

**135. Severance Pay Computation.** Displays the formula used to compute an employee's severance payments.

**136. Annual/Sick Leave.** Displays data associated with annual leave, sick leave, annual leave restored, U.S. Attorney leave, and donor leave.

**137. Reserved For Future Use**

**138. Other Leave.** Displays data associated with military leave, home leave, shore leave, administrative leave, and credit hours.

**139. Compensatory Leave and Rates.** Displays data associated with compensatory leave and applicable rates.

**140. Non Pay Leave.** Displays data associated with absence without leave, leave without pay, suspension, and other non pay leave categories.

**141. Reserved For Future Use.**

**142. Awards.** Displays cash award data.

**143. Time Off Award Data.** Displays time off award data.

**144. Processing Indicators.** Displays various types of data used for processing salary and personnel documents.

**145. Demonstration Project Data.** Displays data associated with a demonstration project.

**146. Building Locator Information.** Displays data pertaining to a General Accounting Office (GAO) employee's office location.

To select an option from the Current Data Menu, follow one of the methods below:

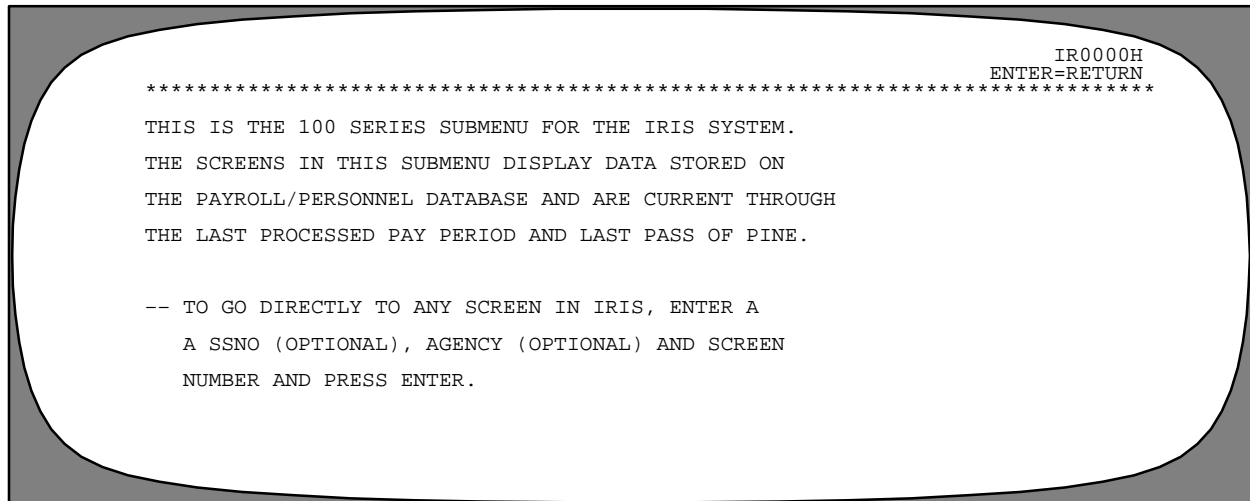
- Key in the social security number (SSN), the agency code (optional), the screen number and press [Enter]. The program selected is displayed with the employee's data.

or

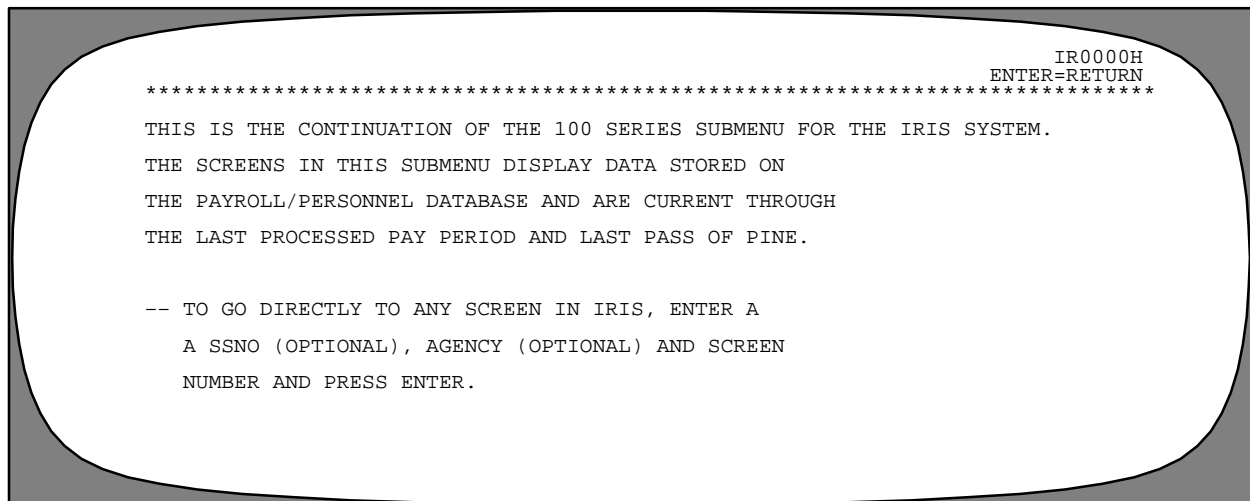
- Key in the screen number in the Screen field and press [Enter]. A screen with no data is displayed. Enter the social security number and agency code (optional) and press [Enter]. The program selected is displayed with the employee's data.

Instructions follow for viewing programs on the Current Data Menu.

There is a help screen available for each Current Data Menu program (**Figure 11** and **Figure 12**). To access the help screens, press [PF5] on the SSN, Agency, or Screen field of the Current Data Menu, Screen 1 or Screen 2. These help screen(s) provide information on the 100 series submenu and give instructions for accessing any screen in IRIS.



**Figure 11. Current Data Menu (Screen 1) Help Screen**



**Figure 12. Current Data Menu (Screen 2) Help Screen**



## Payroll/Personnel Manual Information/Research Inquiry System

### Salary Data (IR101)

employee's salary record and personnel records associated with it.

Salary Data (**Figure 13**) is Pgm. No. 101 on the Current Data Menu (9 and 10). This program displays an

The data displayed on this program was entered through PACT and PMSO.

SSN 000000000 AG		* SALARY DATA *		XX/XX/XX IR101	
SCREEN 000 NAME					
DEPARTMENT CODE	POI 0000	ADJUSTED SALARY		.00	
ORG STRUCTURE CODE		SCHEDULED SALARY		.00	
00 00 0000 00 00 00 00		GEOGRAPHIC ADJ RATE		.00	
POSITION TITLE		SALARY RATE CODE			
POSITION TITLE CODE		LOCALITY TABLE CODE			
PAY PLAN/GRADE/STEP	00 00	GEOGRAPHIC ADJ PERCENT		.0000	
MR/IP NUMBER		PAY RATE DETERMINANT CODE			
OCC SERIES/FUNCTION CODE	0000 00	PAY TABLE CODE			
DUTY STATION CODE	0000 000	LEO INDICATOR			
CITY/ST		FAIR LABOR STANDARDS CODE			
COUNTY		FEGLI COVERAGE CODE			
DOCUMENT DESCRIPTION CODE		RETIREMENT COVERAGE CODE			
DOCUMENT EFFECTIVE DATE	00 00 00	PAID STATUS CODE		0	
DOCUMENT BATCH	PP 00 YR 00	SEPARATION ACCESSION TYPE		0	
PERS ACTION EFFECTIVE	00 00 00	FREQUENCY PAID CODE		0	
PERS AUTH DATE	00 00 00	EARNINGS LIMITATION CODE			
ACCT STATION CD 0000	LOCATION CD 0	NOA 1ST	000	00000	
PLEASE ENTER SSNO AND PRESS ENTER		NOA 2ND	000	00000	
PF1 = SUB MENU	PF5 = HELP	PMSA CODE			
		CMSA CODE		1400	
		ENTER = INQUIRY		CLEAR = EXIT	

**Figure 13. IR101, Salary Data**

### Dates & Misc Sal/Pers Data (IR102)

Dates & Misc Sal/Pers Data (Figure 14) is Pgm. No. 102 on the Current Data Menu (Figure 9 and 10). This program displays general salary data and associated dates for an employee. This program contains 2 screens. To

view the data displayed on Screen 2 (Figure 15), press [PF8]. To return to the previous screen, press [PF7].

The data displayed on these screens was entered through PMSO, PACT, PRES Programs DP120 and DP124, and PC-TARE (or other T&A entry system).

SSN 000000000 AG		* DATES & MISC SAL/PERS DATA *		XX/XX/XX IR102	
SCREEN 000 NAME					
ENTERED PRESENT GRADE	00 00 00	TYPE OF APPOINTMENT CODE	00		
SCD WGI	00 00 00	WORK SCHEDULE			
LAST RECORD WGI	00 00 00	TOUR OF DUTY HOURS	.00		
DATE SCD RETIRE	00 00 00	ALTERNATE WORK SCHEDULE	0		
LAST ADJ SCD RET	00 00 00	SEASONAL STATUS QUO	0		
DATE SCD RIF	00 00 00	SPECIAL EMPLOYEE CODE	00		
LAST ADJ SCD RIF	00 00 00	CURRENT EMPLOYMENT STATUS	0		
DATE SCD LEAVE	00 00 00	SPECIAL EMPLOYMENT PROGRAMS CD			
LAST ADJ SCD LEAVE	00 00 00	BARGAINING UNIT STATUS	0000		
DATE 6C RETIRE	00 00 00	POSITION SUPERVISORY CODE	0		
DT RETENTION ALLOW	00 00 00	UNIFORM SERVICE STATUS	0		
SERVICE AGREE EXPIRE	00 00 00	EMPLOYEE TYPE			
DATE LONGEVITY	00 00 00	PROFESSIONAL CATEGORY			
LONGEVITY PERCENT	.00	QUARTER DED CODE 0 RATE	.00		
TDY POST DIFFERENTIAL		POSITION SENSITIVITY CODE			
COPR STATUS		CHANGE IN TENURE	00 00 00		
APPOINTMENT DATE	00 00 00	CONVERSION CAREER TENURE	00 00 00		
DATE AGENCY EOD	00 00 00	CAREER PERM TENURE STARTS	00 00 00		
DATE ENTERED POI	00 00 00	CAREER PERM LAST RECORDED	00 00 00		
PLEASE ENTER SSNO AND PRESS ENTER			1400		
PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY		CLEAR = EXIT			

**Figure 14. IR102, Dates & Misc Sal/Pers Data (Screen 1)**

SSN 000000000 AG		* DATES & MISC SAL/PERS DATA (CONT) *		XX/XX/XX IR1021	
SCREEN 000 NAME					
DATE SES RECERT	00 00 00	AUO CHANGE CODE	0		
ENTERED TOUR DATE	00 00 00	AUO PROJECTED ANNUAL AMOUNT	.00		
SUPV MANAGER PROBATION PERIOD REQ	0	AUO LAST CHANGE DATE	00 00 00		
SUPV MANAGER PROBATION BEGIN	00 00 00	AUO STANDBY PERCENT	0000		
PROBATION PERIOD STARTS	00 00 00	AUO STANDBY HOURS WEEK (1) 00 (2) 00			
PROBATION LAST RECORDED	00 00 00	ANNUITANT SHARE AMOUNT	.00		
NON PAY NTE	00 00 00	ANNUITANT INDICATOR			
PROMOTION NTE	00 00 00	SALARY SHARE CODE	0		
APPOINTMENT NTE	00 00 00	SALARY RATE OVERTIME HOLIDAY			
APPOINTMENT LIMITATION CODE	0	PRIMARY FUND CODE	00		
EXP APPOINTMENT LIMIT REPORT		COOP EMPLOYEE CONTROL CODE	0		
EXP APPOINTMENT LIMIT PP 00 YR 00		COOP SHARE AMOUNT	.00		
SERVICE YEAR START DATE	00 00 00	COOP RT OVERTIME .00 HOLIDAY	.00		
APPOINTMENT HOURS DAYS DOLLAR		UNIFORM SERVICE RETIRE COLA	.00		
TOTAL .00 000 .00		SEVERANCE PAY CODE	0		
BALANCE .00 000 .00		EARNINGS LIMITATION EX/SES	.00		
WAGE BOARD AREA CODE					
WB SHIFT 2 .00 3 .00 VAR .00					
ENVIROMENTAL DIFFERENTIAL RATE .00					
PLEASE ENTER SSNO AND PRESS ENTER			1400		
PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY		CLEAR = EXIT			

**Figure 15. IR102, Dates & Misc Sal/Pers Data (Screen 2)**

## Salary YTD Data (IR103)

Salary YTD Data (Figure 16) is Pgm. No. 103 on the Current Data Menu (Figure 9 and 10). This program displays year-to-date calculations. Year-to-date calculations are displayed for gross pay, base pay, Thrift Savings Plan base pay, HITS (Medicare), OASDI (Social Security), earnings limitation, overpay carryover, premium pay, and Customs Officers Pay Reform (COPR). It also displays the pay period and schedule of the last time paid.

The data displayed on this program is generated from

PACT and PC-TARE (or other T&A entry system) entries.

## Federal Tax (IR104)

Federal Tax (Figure 17) is Pgm. No. 104 on the Current Data Menu (Figure 9 and 10). This program displays an employee's Federal tax data. Information displayed includes the number of exemptions, extra deductions, earned income credit code and amount year to date, and the processing pay period and year. The data displayed on this program was entered through PRES Program DP130, Federal Income Tax Certificate.

SSN 000000000 AG		* SALARY YTD DATA *		XX/XX/XX	IR103
SCREEN 000 NAME					
GROSS PAY YTD	.00	PP LAST TIME PAID		00	
BASE PAY YTD	.00	SCHEDULE NO LAST PAID			
TSP BASE PAY YTD	.00	LAST PAID BEGIN		00 00 00	
HITS WAGES YTD	.00	COPR PREMIUM PAY FY YTD		.00	
HITS DED YTD	.00	COPR PREMIUM PAY FY YTD PRI			
OASDI WAGES YTD	.00	COPR OT RET CURR FY YTD			
OASDI DED YTD	.00	COPR OT RET PREV FY YTD			
EARNING LIMIT YTD	.00	COPR PREMIUM PAY PAY PERIOD			
OVERPAY CARRY YTD	.00	COPR OT RET PAY PERIOD			
		COPR OT HOURS LAST 26 PP			
		COPR COMM HOURS LAST 26 PP			
ACCT DISTRIBUTION FY APPN CD FLAG 0					
SUB LEV					
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF1 = SUB MENU		PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 16. IR103, Salary YTD Data

SSN 000000000 AG		* FEDERAL TAX *		XX/XX/XX	IR104
SCREEN 000 NAME					
NUMBER OF EXEMPTIONS		EXTRA DEDUCTIONS		PROCESSED PP YR	
		.00		00 00	
EARNED INCOME CREDIT					
CODE:		YTD AMOUNT:		.00	
W-4 CONTROLLED BY IRS					
PLEASE ENTER SSNO AND PRESS ENTER				1400	
PF1 = SUB MENU		PF5 = HELP	ENTER = INQUIRY	CLEAR = EXIT	

Figure 17. IR104, Federal Tax

### State Tax (IR105)

State Tax (Figure 18) is Pgm. No. 105 on the Current Data Menu (Figure 9 and 10). This program displays an employee's state tax data. Information displayed includes deduction information, state code, duty station, private tax code, and the pay period and year processed for up to two state tax records.

The data displayed on this program was entered through PRES Program DP140, State Income Tax Certificate.

### City Tax (IR106)

City Tax (Figure 19) is Pgm. No. 106 on the Current Data Menu (Figure 9 and 10). This program displays an employee's total city tax deductions to date each pay period for the taxing year. Information displayed includes state and city codes, tax status code and description, tax indicator, number of exemptions, percentage rate, extra deduction amount, and total deductions to date for the taxing year. The Tax Record field is a counter for multiple records. Press Enter to display additional city tax records.

The data displayed on this program was entered through PRES Program DP150, City Income Tax Certificate.

```

SSN 000000000 AG          * STATE TAX *          XX/XX/XX  IR105
SCREEN 000 NAME

          * STATE TAX 1 *

PROCESSED      PP 00 YR 00      EXEMPTIONS
WITHHOLDING STATE CODE/NAME      NUMBER      EXTRA      PERSONAL
STATUS DUTY STATE      0
PRIVATE TAX CODE      0
EXTRA DEDUCTIONS      .00

          * STATE TAX 2 *

PROCESSED      PP 00 YR 00      EXEMPTIONS
WITHHOLDING STATE CODE/NAME      NUMBER      EXTRA      PERSONAL
STATUS DUTY STATE      0
PRIVATE TAX CODE      0
EXTRA DEDUCTIONS      .00

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

**Figure 18. IR105, State Tax**

```

SSN 000000000 AG          * CITY TAX *          XX/XX/XX  IR106
SCREEN 000 NAME

          TAX RECORD 0000

STATE CODE/NAME      00
CITY CODE/NAME      0000
TAX STATUS      0
TAX INDICATION      0
NUMBER EXEMPTIONS
TAX PERCENT      .00
EXTRA DEDUCTIONS      .00
TAX DEDUCTIONS YTD      .00

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

**Figure 19. IR106, City Tax**

## County Tax (IR107)

County Tax (**Figure 20**) is Pgm. No. 107 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's total county tax deductions to date each pay period for the taxing year. Information displayed includes state and county codes, tax status code and

description, tax indicator, number of exemptions, percentage rate, extra deduction amount, and deductions to date for the taxing year. The Tax Record field is a counter for multiple records. Press Enter to display additional county tax records.

The data displayed on this program was entered through PRES Program DP151, County Income Tax Certificate.

SSN 000000000 AG SCREEN 000 NAME	* COUNTY TAX *	XX/XX/XX IR107
TAX RECORD 0000		
STATE CODE/NAME	00	
COUNTY CODE/NAME	000	
TAX STATUS	0	
TAX INDICATION		0
NUMBER EXEMPTIONS		
TAX PERCENT		.00
EXTRA DEDUCTIONS		.00
TAX DEDUCTIONS YTD		.00
PLEASE ENTER SSNO AND PRESS ENTER		
PF1 = SUB MENU	PF5 = HELP	ENTER = INQUIRY
		1400 CLEAR = EXIT

Figure 20. IR107, County Tax

## Bonds (IR108)

Bonds is Pgm. No. 108 on the Current Data Menu (**Figure 9** and **10**). The first screen of this program (**Figure 21**) displays an employee's bond data. Information displayed includes bond owner and coowner data, authorization number, deduction and bonds amounts, and pay periods involved. The Authorization Number field is a counter for additional authorization records. Press [Enter] to display additional authorization records.

Screen 2 (**Figure 22**) is used to display bond owner information when more than one owner exists. Press

[PF2] to display Screen 2 for the applicable authorization record. Press [Enter] to return to Screen 1. Press [PF8] to display additional bond owners. A maximum of nine bond owners is allowed.

Screen 3 (**Figure 23**) is used to display coowner/beneficiary information when more than one coowner/beneficiary exists. Press the [PF3] key to display Screen 3 for the applicable authorization record. Press [Enter] to return to Screen 1.

Data displayed on this program was entered through PRES Programs DP170 through DP174.

```

SSN 000000000 AG          * BONDS *          08/05/98  IR108
SCREEN 000 NAME

      « BOND OWNER «          AUTHORIZATION NUMBER  0

                                SERIES
                                DENOMINATION AMOUNT      .00
                                PURCHASE PRICE AMOUNT      .00
                                DEDUCTION AMOUNT            .00
                                CARRYOVER AMOUNT            .00
                                TOTAL DEDUCTION             .00
                                DATE BOND EFFECTIVE  MO 00 YR 00
                                DATE BOND ISSUED    MO 00 YR 00
                                LAST DEDUCTION PAY PERIOD  00
                                NUMBER PP WITH NO DEDUCTIONS 00
                                NUM BONDS ISSUED THIS PP   00
                                CHANGE INDICATOR          0

OWNER SSN      OWNER NUMBER 0
NUMBER OF OWNERS 00  ISSUE CODE 00

COOWNER NUMBER  0  ISSUE CODE 00
NUMBER OF COOWNER/BENEFICIARY 00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU    PF5 = HELP          ENTER = INQUIRY          1400
                                                    CLEAR = EXIT
  
```

**Figure 21. IR108, Bonds (Screen 1)**

```

SSN 000000000 AG 90          * BOND OWNERS *          08/05/98  IR1081
NAME JANE          E          DOE

                                AUTHORIZATION NUMBER  2

JOHN DOE
111 WOODS DR

ANYWHERE      USA 00000
OWNER SSN 000000000  OWNER NUMBER 1          OWNER SSN          OWNER NUMBER 0

OWNER SSN          OWNER NUMBER 0          OWNER SSN          OWNER NUMBER 0

OWNER SSN          OWNER NUMBER 0          OWNER SSN          OWNER NUMBER 0

INQUIRY COMPLETE « PRESS ENTER TO RETURN TO IR108          0307
PF5 = HELP          ENTER = RETURN          PF8 = PG/DOWN          CLEAR = EXIT
  
```

**Figure 22. IR108, Bonds (Screen 2)**

# Payroll/Personnel Manual Information/Research Inquiry System

SSN 000000000 AG		* BOND COOWNER/BENEFICIARY *		XX/XX/XX IR1082	
NAME					
AUTHORIZATION NUMBER 0					
- NUMBER -	- NAME -	- SSN -	- TYPE -		
0			0		
0			0		
0			0		
0			0		
0			0		
0			0		
0			0		
0			0		
PRESS ENTER TO RETURN TO IR108			1400		
PF5 = HELP			ENTER = RETURN CLEAR = EXIT		

Figure 23. IR108, Bond Coowner/Beneficiary, (Screen 3)

### Allowances/COLA/Post Diff (IR109)

Allowances/COLA/Post Diff (**Figure 24**) is Pgm. No. 109 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's allowance data. Information is displayed for the various allowance codes.

The Allowance Record field is a counter for multiple records on this program. Press [Enter] to display additional allowance records.

Data displayed on this program was entered through PRES Program DP127, Allowances, or PC-TARE (or other T&A entry system).

### Financial Allotment (IR110)

Financial Allotment (**Figure 25**) is Pgm. No 110 on the Current Data Menu (**Figure 9** and **10**). This program displays data for up to two financial allotment records. Press [PF2] to display the financial institution address.

Data displayed on this program was entered through PRES Program DP095, DD/EFT For Financial Allotment.

SSN 000000000	AG	* ALLOWANCES/COLA/POST DIFF *	XX/XX/XX	IR109
SCREEN	NAME			
COLA/POST DIFF CODES		ALLOWANCE RECORD 0000		
COLA POST DIFF CODE	0	TYPE	000	
ALLOWANCE COLA CODE		TAXABLE		
FOREIGN POST PAY DIFF CODE		CODE	0	
		TOTAL	.00	
		RATE	.00	
		BALANCE	.00	
<div style="display: flex; justify-content: space-between;"> <div>             PLEASE ENTER SSNO AND PRESS ENTER              PF1 = SUB MENU      PF5 = HELP           </div> <div>             ENTER = INQUIRY           </div> <div>             1400              CLEAR = EXIT           </div> </div>				

**Figure 24. IR109, Allowances/COLA/Post Diff**

SSN 000000000	AG	* FINANCIAL ALLOTMENT *	06/19/00	IR110
SCREEN 000	NAME			
POSITION CURSOR ON ROUTE NUMBER, PRESS PF2 FOR FINANCIAL INSTITUTION ADDRESS				
* ALLOTMENT 1 *		TRANSACTION CODE	00	.00
		AMOUNT	0	
		DISBURSING OFFICE	0	
		TYPE OF BANK ACCT		
		BANK ACCT NUMBER		
		BANK ROUTE NUMBER	000000000	
* ALLOTMENT 2 *		TRANSACTION CODE	00	.00
		AMOUNT	0	
		DISBURSING OFFICE	0	
		TYPE OF BANK ACCT		
		BANK ACCT NUMBER		
		BANK ROUTE NUMBER	000000000	
<div style="display: flex; justify-content: space-between;"> <div>             PLEASE ENTER SSNO AND PRESS ENTER              PF1 = SUB MENU      PF5 = HELP           </div> <div>             ENTER = INQUIRY           </div> <div>             1400              CLEAR = EXIT           </div> </div>				

**Figure 25. IR110, Financial Allotment**



## Charitable Contribution (IR111)

Charitable Contribution (**Figure 26**) is Pgm. No. 111 on the Current Data Menu (**Figure 9** and **10**). This program displays data for up to 2 charitable contribution records.

Data displayed on this program was entered through PRES Program DP088, Voluntary Charitable Contributions.

## Discretionary Allotment (IR112)

Discretionary Allotment (**Figure 27**) is Pgm. No. 112 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's discretionary allotment data. Information displayed includes amounts, balances, payee names, and addresses. The Allotment field is a counter for multiple allotments. Press [Enter] to display additional allotment records.

Data displayed on this program was entered through PRES Program DP100, Discretionary Allotment.

```

SSN 000000000 AG          * CHARITABLE CONTRIBUTION *          XX/XX/XX  IR111
SCREEN 000 NAME

CONTRIBUTION 1 *
      TYPE CODE              00
      CITY CODE              0000
      STATE CODE             00
      AMOUNT PP              .00
      BALANCE REMAINING      .00

      * CONTRIBUTION 2 *
      TYPE CODE              00
      CITY CODE              0000
      STATE CODE             00
      AMOUNT PP              .00
      BALANCE REMAINING      .00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
  
```

Figure 26. IR111, Charitable Contribution

```

SSN 000000000 AG          * DISCRETIONARY ALLOTMENT *          XX/XX/XX  IR112
SCREEN 000 NAME

      ALLOTMENT 0000

TOTAL AMOUNT      .00      TOTAL BALANCE      .00      ALLOTMENT TYPE      00

      ALLOTMENT NUMBER 00      ALLOTMENT AMOUNT      .00

PAYEE NAME & ADDRESS

      ALLOTMENT:  ACCOUNT NUMBER
                   ID
                   TYPE ACCOUNT
                   ROUTE NUMBER      000000000
                   DISBURSEMENT TYPE 0

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
  
```

Figure 27. IR112, Discretionary Allotment

### Flexfund (IR113)

Flexfund (**Figure 28**) is Pgm No. 113 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's flexfund data. Information displayed includes transaction, plan, option, tax deferred codes, amounts and balances, and applicable pay periods. The Flexfund Number field is a counter for multiple records. Press [Enter] to display additional flexfund records.

Data displayed on this program was entered through PRES Program DP185, Flexfund Flexible Spending Account.

### Receipt Accounts (IR114)

Receipt Accounts (**Figure 29**) is Pgm No. 114 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's receipt account data for employee indebtedness. Information displayed includes receipt account numbers and amounts, account information, payee bank information, and payee name and address. The Receipt Number field is a counter for multiple records. Press [Enter] to display additional receipt account records.

Data displayed on this program is entered by NFC.

```

SSN 000000000 AG          * FLEXFUND *          XX/XX/XX  IR113
SCREEN 000 NAME

                                FLEXFUND NUMBER  0000

TRANSACTION CODE
PLAN CODE
OPTION CODE
DATE EFFECTIVE          00 00 00
AMOUNT                  .00
TOTAL AMOUNT            .00
BALANCE                 .00
TAX DEFERRED CODE
PP DEDUCTED THIS TAX YR  00
BENEFIT TYPE            0
PAYEE NAME:

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

**Figure 28. IR113, Flexfund**

```

SSN 000000000 AG          * RECEIPT ACCOUNTS *      XX/XX/XX  IR114
SCREEN 000 NAME

                                RECEIPT NUMBER  0000

AMOUNT PAID PER PP      .00      ACCOUNT NUMBER
BALANCE OWED            .00      ACCOUNT ESTABLISHED PP 00 YR 00
PERCENT DEDUCTION PER PP .00      ACCOUNT STATUS          0
VOLUNTARY/INVOLUNTARY   00      PERSONAL EXEMPTION          .00
TYPE CODE

* PAYEE BANK INFORMATION *          * PAYEE NAME & ADDRESS *

ACCOUNT NUMBER
ACCOUNT ID
ACCOUNT TYPE
ACCOUNT ROUTE NUMBER      000000000
ACCOUNT DISBURSEMENT TYPE 0

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

**Figure 29. IR114, Receipt Accounts**

## Health Benefits (IR115)

Health Benefits (**Figure 30**) is Pgm. No. 115 on the Current Data Menu (**Figure 9 and 10**). This program displays Federal and non-Federal health benefits data. Information displayed includes data such as plan name, enrollment, coverage, and change codes, etc. The Record Number field is a counter for multiple records. Press [Enter] to display additional health benefits records.

Data displayed on this program was entered through PRES Program DP101, Non-Federal Health Benefit Form, DP180, Health Benefit Registration Form, or DP181, Change in Health Benefit Enrollment.

## Life Insurance (IR116)

Life Insurance (**Figure 31**) in Pgm. No. 116 on the Current Data Menu (**Figure 9 and 10**). This program displays Federal and non-Federal life insurance data. Information displayed includes data such as coverage and plan codes, effective date, coverage amount, etc. The Record Number field is a counter for multiple records. Press [Enter] to display additional life insurance records.

Data displayed on this program was entered through PACT or PRES Program DP102, Non-Federal Life Insurance Form.

```

SSN 000000000 AG          * HEALTH BENEFITS *          XX/XX/XX IR115
SCREEN 000 NAME

PART TIME FEHB COVERAGE          0
TEMPORARY FEHB SCD DATE 00 00 00
FEHB COVERAGE CODE              0

RECORD NUMBER 0000

PLAN NAME

ENROLLMENT CODE          0          CONTROL NUMBER
COVERAGE CODE              DATE EFFECTIVE          00 00 00
CHANGE CODE              DEDUCTION AMOUNT          .00
ADJUST FLAG              CONTRIBUTION AMOUNT          .00
DEDUCTION IND              TAX DEFERRED CODE
BENEFIT TYPE          0          DED YTD NON DEFERRED          .00
ACTION CODE          000          DED YTD DEFERRED          .00
ACTION SOURCE          0          ENROLLMENT FUTURE USE

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT

```

Figure 30. IR115, Health Benefits

```

SSN 000000000 AG          * LIFE INSURANCE *          06/19/00 IR116
SCREEN 000 NAME

RECORD NUMBER 0000

PLAN CODE          BENEFIT TYPE          0
COVERAGE CODE          AGE BRACKET CODE          0
DATE EFFECTIVE          00 00 00          BASIC COST ALTERNATE
BASIC COVERAGE AMOUNT          .00          ACTION CODE          0
BIWEEK DEDUCT NON TABLE          .00          COVERAGE AMOUNT FURNISHED
OPTION A FACTOR          BASIC RATE DETERMINANT          0
OPTION B FACTOR          PLAN TYPE          0
OPTION C FACTOR          ADJUST FLAG

PLAN NAME
COVERAGE DESCRIPTION:
PAYEE NAME

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT

```

Figure 31. IR116, Life Insurance

### Retirement Data (IR117)

Retirement Data (**Figure 32**) is Pgm. No. 117 on the Current Data Menu (**Figure 9 and 10**). This program displays retirement data for the Civil Service Retirement System, the Federal Employees Retirement System, and other retirement systems. Information displayed includes data such as coverage and plan codes, effective dates, benefit and deduction types, etc. The Record Number is a counter for multiple records. Press [Enter] to display additional retirement records.

Data displayed on this program was entered through PACT and PRES Program 103, Non-Federal Retirement Benefits Form.

### Thrift Savings Data (IR118)

Thrift Savings Data (**Figure 33**) is Pgm. No. 118 on the Current Data Menu (**Figure 9 and 10**). This program displays an employee's Thrift Savings Plan data. Information displayed includes eligibility date and code, uncapped salary for TSP, TSP service computation date, and detailed information about the Thrift Savings Record. The Thrift Savings Record is a counter for multiple records. Press [Enter] to display additional thrift savings data records.

Data displayed on this program was entered through PRES Program DP104, Non-Federal Thrift Savings Plan Form or DP125, Thrift Savings Plan Election Form.

```

SSN 000000000 AG          * RETIREMENT DATA *          XX/XX/XX IR117
SCREEN 000 NAME

CUMULATIVE RETIREMENT DED          .00  DATE EOD FOREIGN SERVICE      00 00 00
DEDUCTION PRIOR TO CONV            .00  FROZEN FOREIGN SERV TIME MO 00 YR 00
TOTAL RETIREMENT DED              .00  FROZEN CSRS SERVICE              0000
CREDITABLE MILITARY SERV          0000  FROZEN SICK LEAVE BALANCE        .00
DATE RETIRED FROM MILITARY 00 00 00  CSRS COVERAGE AT APPT.
RETIREMENT COVERAGE CODE          FERS COVERAGE IND

                                RECORD NUMBER 0000

PARTICIPATION ELIGIBILITY CODE      ACTION CODE              0
PLAN CODE                          DED LIMIT TO OASDI
EFF DATE OF ACTION                00 00 00  NON DEFERRED DED YTD          .00
BENEFIT TYPE                      0      DEFERRED DEDUCTION YTD        .00
NON DEFERRED DEDUCTION            .0000  DATE DEDUCTION BEGAN        00 00 00
DEFERRED DEDUCTION                .0000  EARNINGS YTD                .00
DEDUCTION TYPE                    0      AGY CONTRIBUTIONS YTD        .00
DED AFTER OASDI LIMIT            .0000

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

**Figure 32. IR117, Retirement Data**

```

SSN 000000000 AG          * THRIFT SAVINGS DATA *          XX/XX/XX IR118
SCREEN 000 NAME

DATE TSP ELIGIBILITY              00 00 00
TSP ELIGIBILITY CODE
UNCAPPED SALARY FOR TSP          .00
TSP SCD                          00 00 00
BUILD TSP DATA RECORD

                                THRIFT SAVINGS RECORD 0000

PLAN CODE                          NON DEFERRED DED FACTOR        .0000
COVERAGE CODE                     DEFERRED DEDUCTION FACTOR    .0000
EFF DATE OF ACTION                00 00 00  DED AFTER OASDI LIMIT        .0000
DED LIMIT TO OASDI                0      NON DEFERRED DED YTD          .00
BENEFIT TYPE                      0      DEFERRED EMP DEDUCTION YTD    .00
DEDUCTION TYPE                    0      TSP BASE PAY YTD            .00
ACTION CODE                       0      AGY 1 PCT AND/OR MATCH YTD    .00
DEDUCTIONS BEGAN                  00 00 00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

**Figure 33. IR118, Thrift Savings Data**

### Thrift Savings Plan Funds (IR119)

Thrift Savings Plan Funds (**Figure 34**) is Pgm. No. 119 on the Current Data Menu (**Figure 9 and 10**). This program displays Thrift Savings Plan funds data. Information displayed includes rates and amounts of deduction and distribution and government distribution rates.

Data displayed was entered through PRES Program DP104, Non-Federal Thrift Savings Plan Form or DP 125, Thrift Savings Plan Election Form.

### Thrift Savings Loans (IR120)

Thrift Savings Loans (**Figure 35**) is Pgm. No. 120 on the Current Data Menu (**Figure 9 and 10**). This program displays Thrift Savings Plan loans data for up to 4 loan records. Information displayed includes the type of loan, transaction code, payment amount, disbursing office, type of bank account, and bank route number. Press [PF2] to display the financial institution address.

Data displayed on this program was entered through PRES Program DP097, TSP Loan Allotment Form.

```

SSN 000000000 AG          * THRIFT SAVINGS PLAN FUNDS *          XX/XX/XX  IR119
SCREEN 000 NAME

                                CHANGE STATUS CODE          EFF DATE OF STATUS CHANGE  00 00 00

PERCENT OF DEDUCTION          00          G          F          C
RATE OF DISTRIBUTION          .00          .00          .00

DOLLAR AMT OF DEDUCTION 0000
AMOUNT OF DISTRIBUTION          .00          .00          .00

GOVERNMENT DISTRIBUTION RATE          .00          .00          .00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
  
```

Figure 34. IR119, Thrift Savings Plan Funds

```

SSN 000000000 AG          * THRIFT SAVINGS LOANS *          06/19/00  IR120
SCREEN 000 NAME
POSITION CURSOR ON ROUTE NUMBER, PRESS PF2 FOR FINANCIAL INSTITUTION ADDRESS
* LOAN 1 *
TYPE OF LOAN
TRANSACTION CODE          00
PAYMENT AMOUNT          .00
DISBURSING OFFICE          0
TYPE OF BANK ACCT
BANK ACCT NUMBER
BANK ROUTE NUMBER          000000000

* LOAN 2 *
TYPE OF LOAN
TRANSACTION CODE          00
PAYMENT AMOUNT          .00
DISBURSING OFFICE          0
TYPE OF BANK ACCT
BANK ACCT NUMBER
BANK ROUTE NUMBER          000000000

* LOAN 3 *
TYPE OF LOAN
TRANSACTION CODE          00
PAYMENT AMOUNT          .00
DISBURSING OFFICE          0
TYPE OF BANK ACCT
BANK ACCT NUMBER
BANK ROUTE NUMBER          000000000

* LOAN 4 *
TYPE OF LOAN
TRANSACTION CODE          00
PAYMENT AMOUNT          .00
DISBURSING OFFICE          0
TYPE OF BANK ACCT
BANK ACCT NUMBER
BANK ROUTE NUMBER          000000000

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
  
```

Figure 35. Thrift Savings Loans

### Thrift Savings Retro Payments (IR121)

Thrift Savings Retro Payments (Figure 36) is Pgm. No. 121 on the Current Data Menu (Figure 9 and 10). This program displays Thrift Savings adjustments made to Thrift Savings Plan accounts. Information displayed

includes deduction types and amounts, as well as debit and credit information. The Payment Number field is a counter for multiple records. Press [Enter] to display additional payment records.

Data displayed on this program was entered by NFC.

SSN 000000000 AG \* THRIFT SAVINGS RETRO PAYMENTS \* XX/XX/XX IR121  
SCREEN 000 NAME  
PAYMENT NUMBER 0000  
PLAN CODE  
BENEFIT TYPE 0  
DEDUCTION FLAG  
NUMBER OF PAY PERIODS 000  
AMOUNT PP NON DEFERRED .00  
AMOUNT PP DEFERRED .00  
DEDUCTION BALANCE .00  
PAYMENT BEGINS PP 00 YR 00 COLLECTION ENDS PP 00 YR 00  
DEDUCTION TYPE DEBIT CREDIT  
BASE PAY .00 .00  
FACTOR NON DEFERRED .0000 .0000  
FACTOR DEFERRED .0000 .0000  
DEDUCTION NON DEFERRED .00 .00  
DEDUCTION DEFERRED .00 .00  
PLEASE ENTER SSNO AND PRESS ENTER 1400  
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

Figure 36. IR121, Thrift Savings Retro Payments

## SF-50B Data Elements (IR122)

SF-50B Data Elements (Figure 37) is Pgm. No. 122 on the Current Data Menu (Figure 9 and 10). This program displays an employee's personnel data as recorded on the SF-50B. To display the organizational structure code name, press [PF2] in the Org Structure Code field on Screen 1.

To view the data displayed on Screen 2 (Figure 37.1), press [PF8]. To return to the previous screen, press [PF7].

Data displayed on this program was entered through PACT and PMSO.

```

SSN 000000000 AG          * SF-50B DATA ELEMENTS *          XX/XX/XX IR122
SCREEN 000 NAME

DATE OF BIRTH      00 00 00          PERS ACTN EFF      00 00 00
NAT ACT 1ST 3 POS      000          NAT ACT 2ND 3 POS      000
NAT ACT AUTH 1ST          NAT ACT AUTH 2ND
APPOINT NTE      00 00 00  PROM NTE  00 00 00  NON PAY NTE  00 00 00
POSITION TITLE
WORKING TITLE
PAY-PLAN          OCC SERIES  0000    GRADE  00  STEP  00
SALARY RATE CODE  TOTAL SALARY .00    SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE .00  ADJ SALARY .00    OTHER PAY .00
ORG STRUCTURE CODE  00 00 0000 00 00 00 00  (PF2 = ORG-NAME)
VETERANS PREF CODE  0    TENURE GROUP  0    AGENCY USE
VETERANS PREF RIF    FEGLI CODE          ANNUITANT INDICATOR
PAY RATE DETER CODE  RETIREMENT PLAN (1) (2)    SCD LEAVE 00 00 00
WORK SCHEDULE        TOUR OF DUTY HOURS  00.00
POSITION OCCUPIED    0    FLSA          BARGAINING UNIT STATUS  0000
DUTY STATION CD      0000 000 NAME
REMARKS CODES
DEPARTMENT CODE      AGENCY CODE          POI  0000  PERS ACTION CODE  0
AUTHENTICATION DATE  00 00 00
PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU  PF5 = HELP  PF8 = PG/DWN  ENTER = INQUIRY  CLEAR = EXIT

```

Figure 37. IR122, SF-50B Data Elements (Screen 1)

```

SSN          AG          * SF-50B DATA ELEMENTS (CONT) *          IR1221
SCREEN        NAME

SEX CD      CITIZENSHIP STATUS          TYPE OF APPOINTMENT
FEHBA COVERAGE  VETERANS STATUS          DATE SCD RETIRE
EDUC LEVEL     YR DEG/CERT RCVD          DATE SCD RIF
INSTRUCTIONAL PROGRAM          DATE 6C RETIRE
TSP ELIGIBILITY CODE          DATE SCD TSP
UNIFORM SERVICE STATUS          DATE SCD WGI
DATE RETIRED MILITARY          DATE CAREER TENURE STARTS
CREDITABLE MILITARY SERVICE          DATE ENTERED PRESENT GRADE
FROZEN CSRS SERVICE          DATE PROBATION PERIOD STARTS
CSRS COVERAGE AT APPT          DATE SUPR/MGR PROB PERIOD
SPEC EMP CD      SPEC EMP PGM CD          GAIN/LOSE DEPT
SALARY SHARE CODE          ANNUAL LV CATEGORY      45 DAY CODE
ANNUITANT SHARE AMT          LEAVE EARN STATUS DURING PP
COOP EMP CNTRL CD          QTRS DEDUCT CODE      RATE
COOP OVERTIME AMT          COLA/POST DIFF CODE
COOP HOLIDAY RATE          AGENCY USE
1ST LEGAL AUTH

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU  PF5 = HELP  PF7 = PG/UP  ENTER = INQUIRY  CLEAR = EXIT

```

Figure 37.1. IR122, SF-50B Data Elements (Screen 2)

## Personnel Supplements (IR123)

Personnel Supplements (**Figure 38**) is Pgm. No. 123 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's general personnel data such as education level, performance evaluation data, accession data, etc.

Data displayed on this program was entered through PACT, PRES Program DP123, Education Document, and PRES Program DP120, Multielement Update Document data. This program contains 2 screens. To view data displayed on Screen 2 (**Figure 39**), press the [PF8] key. To return to the previous screen, press the [PF7] key.

```

SSN 000000000 AG          * PERSONNEL SUPPLEMENTS *          XX/XX/XX  IR123
SCREEN 000 NAME

EDUCATION LEVEL              00      SEPARATION ACCESSION TYPE          0
INSTRUCTIONAL PROGRAM        000000 CITIZENSHIP CODE              0
DEGREE CERTIFICATION RECEIVED YR 00 SEX CODE
PERF EVALUATION ELIGIBILITY CODE VETERANS STATUS
PERF EVALUATION PAY PERIOD 00 YR 00 WGI DUE CODE 0 PP 00 YR 00
PERF EVALUATION ANNIVERSARY 00 00 00 WGI NOTIFICATION GIVEN CD 0 PP 00
PERF EVALUATION GENERATED PP 00 YR 00 DATE WGI PROJECTED EFFECTIVE 00 00 00
PERF PENALTY STATUS          PROMOTION PLAN CODE              0
DATE PENALTY BEGAN          00 00 00 SUPERVISORY MGRL PROB EXP NOTIF
ACCESSION                   PP 00 YR 00 LAW BAR MEMBERSHIP CODE          0
ACCESSION METHOD              BAR MEMBERSHIP STATE CODE
ACCESSION DATE              00 00 00 PROGRAM LANG CODE 1 2 3 4 5
ACCESSION NOA CODE          000 COMP EQ ABIL CODE 1 2 3 4
ACCESSION AUTH              RETENTION RIGHTS END 00 00 00
APPOINTMENT NOA CODE        000 ADJP ELAPS PP COUNTER 000
APPT AUTHORITY              WORKING TITLE CODE 0000
NOA PREVIOUS 5 POSITIONS    0 WORKING TITLE
PATCO

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 38. IR123, Personnel Supplements (Screen 1)**

```

SSN 000000000 AG          * PERSONNEL SUPPLEMENTS (CONT) *      02/06/96  IR1231
SCREEN 000 NAME

FROM TO CODE                0 RECRUITMENT BONUS .00 PCT .00
LAST ACTION PP NUMBER        00 RELOCATION BONUS .00 PCT .00
AGENCY USE                   .00 PCT .00
GAIN LOSE DEPT               .00 PCT .00
CONFLICT OF INTEREST SUBMITTED NOA PREV 3 POSITIONS 000 FOREIGN LANG ALLOWANCE .00 PCT .00
NOA CORRECTION DATE          00 00 00 CASH AWARD AMOUNT .00
PAY PROTECTION FLAG          0 CASH AWARD EFFECTIVE PP 00 YR 00
NFC EMPLOYEE STATUS          00 00 00 MERIT PAY COMPUTED SALARY .00
NFC ASD DATE2                .00 MERIT PAY INCREASE AMOUNT .00
NFC ASD SALARY               .00 PMRS/PFP BONUS AMT .00
AGENCY INFO 1                PP 00 YR 00
AGENCY INFO 2                FUNDING UNIT
AGENCY INFO 3
AGENCY INFO 4
AGENCY INFO 5
PREVIOUS AGENCY CODE

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 39. IR123, Personnel Supplements (Screen 2)**



*(reserved)*

### Address/Check Information (IR124)

Address/Check Information (**Figure 40**) is Pgm. No. 124 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's residence and check address. Information displayed includes residence, check bank, and check mail addresses. Press [PF2] for financial institution address.

Data displayed on this program was entered through PRES Programs DP349, Employee Address, and DP096, DD/EFT For Net Pay.

gram displays processed personnel actions. Information displayed includes effective date, description, agency, POI, batch number, user-ID, and the pay period and year processed. This program lists all personnel actions processed and excludes payroll transactions (such as, state tax, union dues, etc.)

To display the nature of action code literal, place the cursor of the nature of action code and press the [PF2] key. **Note:** Do not use the [PF7] on this program to page up. The [Enter] key must be used to return to the beginning of the list.

### Personnel Actions Summary (IR125)

Personnel Actions Summary (**Figure 41**) is Pgm. No. 125 on the Current Data Menu (**Figure 9** and **10**). This pro-

Data displayed on this program was entered through PACT. **Note:** The user-ID displayed in the User-ID field is that of the person who entered the data into the system.

```

SSN 000000000 AG          * ADDRESS/CHECK INFORMATION *          06/19/00 IR124
SCREEN 000 NAME
POSITION CURSOR ON ROUTE NUMBER, PRESS PF2 FOR FINANCIAL INSTITUTION ADDRESS

* RESIDENCE ADDRESS *
CITY CD 0000 COUNTY CD 000 STATE/COUNTRY

* CHECK MAIL ADDRESS *
CITY CD 0000 STATE CD

EFFECTIVE PP 00 YR 00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY 1400 CLEAR = EXIT

```

**Figure 40. IR124, Address/Check Information**

```

SSN 000000000 AG          * PERSONNEL ACTIONS SUMMARY *          XX/XX/XX IR125
SCREEN NAME
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL

PROCESSED ----- DOCUMENT -----
PP YR EFF-DATE NATURE OF ACTION AGCY POI BATCH USER-ID

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY 1400 CLEAR = EXIT

```

**Figure 41. IR125, Personnel Actions Summary**

## Last Payroll Actions (IR126)

Last Payroll Actions (Figure 42) is Pgm. No. 126 on the Current Data Menu (Figure 9 and 10). This program displays an employee's last payroll action applied.

Data displayed on this program was entered through PACT and/or PRES. This program contains 2 screens. To view data displayed on Screen 2 (Figure 43), press the

[PF8] key. To return to the previous screen, press the [PF7] key.

**Note:** The user-ID displayed in the User-ID field is that of the person who entered the data into the system. For DP180, SF-2809/2810, Fed Health Benefits, the User-ID field displays the method by which the data was entered. See the glossary for the codes used.

```

SSN 000000000 AG          * LAST PAYROLL ACTIONS *          XX/XX/XX IR126
SCREEN 000 NAME

DOCUMENT NAME          DOC TYPE  PP  YR  POI  BATCH  USER-ID

NFC-74, MASTER FILE CHG DOCUMENT      030   00  00  0000  0000
AD-349, EMPLOYEE ADDRESS                060   00  00  0000  0000
SF50, NOTIFICATION OF PERSONNEL ACTION  063   00  00  0000  0000
PERFORMANCE EVALUATION                 075   00  00  0000  0000
UNION DUES                             086   00  00  0000  0000
CFC-804, CHARITABLE CONTRIBUTIONS      088   00  00  0000  0000
DEDUCTIONS DUE TO INDEBTEDNESS         089   00  00  0000  0000
SF-1199A, DD/EFT FOR ALLOTMENT         095   00  00  0000  0000
SF-1199A, DD/EFT FOR NET PAY           096   00  00  0000  0000
TSP-22, TSP LOAN ALLOTMENT FORM        097   00  00  0000  0000
DISCRETIONARY ALLOTMENTS               100   00  00  0000  0000
NON-FEDERAL HEALTH BENEFITS FORM       101   00  00  0000  0000
NON-FEDERAL LIFE INSURANCE FORM        102   00  00  0000  0000
NON-FEDERAL RETIREMENT BENEFITS        103   00  00  0000  0000
NON-FEDERAL THRIFT SAVINGS PLAN        104   00  00  0000  0000
MULTI ELEMENT UPDATE                  120   00  00  0000  0000

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU  PF5 = HELP  PF8 = PG/DWN  ENTER = INQUIRY  CLEAR = EXIT

```

Figure 42. IR126, Last Payroll Actions (Screen 1)

```

SSN 000000000 AG          * LAST PAYROLL ACTIONS *          XX/XX/XX IR1261
SCREEN 000 NAME

DOCUMENT NAME          DOC TYPE  PP  YR  POI  BATCH  USER-ID

GAO LOCATOR            121   00  00  0000  0000
USDA DEMONSTRATION     122   00  00  0000  0000
EDUCATION DOCUMENT     123   00  00  0000  0000
PROFESSIONAL CERTIFICATION DOCUMENT  124   00  00  0000  0000
TSP-1, TSP ELECTION FORM 125   00  00  0000  0000
ALLOWANCES             127   00  00  0000  0000
SEVERANCE PAY          128   00  00  0000  0000
TSP RETRO PAYMENTS     129   00  00  0000  0000
W-4, FEDERAL INCOME TAX FORM 130   00  00  0000  0000
W-5, EARNED INCOME CREDIT CERT 131   00  00  0000  0000
STATE INCOME TAX FORM  140   00  00  0000  0000
CITY/COUNTY INCOME TAX FORM 150   00  00  0000  0000
SF-1150, RECORD OF LEAVE DATA TRANSFERRED 160   00  00  0000  0000
AD-582, RESTORED ANNUAL LEAVE 165   00  00  0000  0000
SF-1192, SAVINGS BOND  170   00  00  0000  0000
SF-2809/2810, FED. HEALTH BENEFITS 180   00  00  0000  0000
FLEXFUND FLEXIBLE SPENDING ACCOUNT 185   00  00  0000  0000
AD-747, CHILD CARE/ALIMONY DED 195   00  00  0000  0000

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU  PF5 = HELP  PF7 = PG/UP  ENTER = INQUIRY  CLEAR = EXIT

```

Figure 43. IR126, Last Payroll Actions (Screen 2)

### Detail Assign/Temporary Promotion (IR127)

Detail Assign/Temporary Promotion (**Figure 44**) is Pgm. No. 127 on the Current Data Menu (**Figure 9** and **10**). This program displays an employee's current detailed position data and temporary promotion data.

Data displayed on this program was entered through PACT and PMSO.

**Note:** For temporary promotions, information regarding the position from which the employee is temporarily promoted is displayed. For temporary promotions and

details, this social security number would be the obligated SSN in the individual position record.

### Retained Grade Data (IR128)

Retained Grade Data (**Figure 45**) is Pgm. No 128 on the Current Data Menu (**Figure 9** and **10**). This program displays information pertaining to retained and current positions. Information displayed includes pay plan, grade, occupation series, and the occupation series function code for both retained and current data.

Data displayed on this program was entered through PACT and PMSO.

```

SSN 000000000 AG      * DETAIL ASSIGN/TEMPORARY PROMOTION *   XX/XX/XX  IR127
SCREEN 000 NAME

DEPT CODE      AGENCY      POI 0000      DEPT CODE      AGENCY      POI 0000
MR NO          IP NO          MR NO          IP NO
PAY PLAN      GRADE 00          GRADE 00
PROMOTION NOT TO EXCEED DATE      DATE DETAILED ASSIGNMENT EXPIRES
00 00 00          00 00 00

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

**Figure 44. IR127, Detail Assign/Temporary Promotion**

```

SSN 000000000 AG      * RETAINED GRADE DATA *   XX/XX/XX  IR128
SCREEN 000 NAME

RATE EXPIRE NOTIFICATION
RETAIN RATE EXPIRE      00 00 00

* OCCUPIED POSITION *          * FORMER POSITION *
PAY PLAN      GRADE 00          PAY PLAN      GRADE 00
OCCUPATIONAL SERIES      0000          OCCUPATIONAL SERIES      0000
OCC SERIES FUNCTION CODE 00          OCC SERIES FUNCTION CODE 00

WAGE MARINE RETAINED DATA
RET WM MAR PAY PLAN      GRADE 00
RET WM MAR OCCUPATIONAL SERIES      0000

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

**Figure 45. IR128, Retained Grade Data**

## Intermittent (IR129)

Intermittent (Figure 46) is Pgm. No 129 on the Current Data Menu (Figure 9 and 10). This program displays intermittent employee counters for days and hours worked for service computation purposes.

Data displayed on this program was entered through PC-TARE (or other T&A entry system).

## Education and Certificate (IR130)

Education and Certificate (Figure 47) is Pgm. No. 130 on the Current Data Menu (Figure 9 and 10). This program displays an employee's education level and certification information. Information displayed includes school and state codes, school name, and certificate name, year, and state.

Data displayed on this program was entered through PRES Programs DP123, Education Document, and DP124, Professional Certification Document.

```

SSN 000000000 AG          * INTERMITTENT *          XX/XX/XX  IR129
SCREEN 000 NAME

      WORKED SINCE LAST WGI      000  DAYS
      ELAPSED SINCE LAST WGI    0000  CALENDAR DAYS

      WORKED SCD                  000  DAYS (CALENDAR YEAR)
      ELAPSED SCD                 000  CALENDAR DAYS

      TOWARD CAREER TENURE        000  PAID DAYS
      ELAPSED TOWARD CAREER TEN  0000  CALENDAR DAYS

      DURING PROBATION PERIOD     000  DAYS WORKED
      ELAPSED DURING PROBATION    0000  CALENDAR DAYS

      WORKED WHILE ON ROLLS       0000  DAYS

      WORKED THIS APPOINTMENT     0000  DAYS

      NEED TOWARD CONV CAREER     00  DAYS

      WORKED LEAVE RET RIF        .00  HOURS
PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

Figure 46. IR129, Intermittent

```

SSN 000000000 AG          * EDUCATION AND CERTIFICATE *          XX/XX/XX  IR130
SCREEN 000 NAME

      EDUCATION  INSTRUCTIONAL  DEGREE  SCHOOL  STATE
      LEVEL      PROGRAM      RCVD YEAR  CODE   CODE      SCHOOL NAME

      CERTIFICATE  CERTIFICATE  CERTIFICATE  CERTIFICATE
      NUMBER      NAME          YEAR        STATE

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

Figure 47. IR130, Education and Certificate

## SSNO Change Data (IR131)

SSNO Change Data (**Figure 48**) is Pgm. No. 131 on the Current Data Menu (**Figure 9** and **10**). This program displays changes made to an employee's social security number. Information displayed includes previous and changed social security numbers, the organizational structure and department codes, and the date that the processed pay period begins.

A correct social security number is required to query an IRIS program. Therefore, if the user receives an error message indicating that the social security number in not found, and believes it to be the correct number, Program IR131 should be checked to be sure that it was not changed.

Data displayed on this program was entered through PACT.

## Separation Information (IR132)

Separation Information (**Figure 49**) is Pgm. No. 132 on the Current Data Menu (**Figure 9** and **10**). This program displays a separation record as it applies in the data base during the pay period.

Data displayed on this program was entered through PACT, PRES Programs DP054, Lump Sum Leave Payments, PC-TARE (or other T&A entry system), and system generated.

**Note:** Once the SF-1150 is generated (i.e., Prepare Leave Record equals Y), all counters reflect a zero balance. The lump sum fields and other fields contain data as appropriate.

```

SSN 000000000 AG          * SSNO CHANGE DATA *          XX/XX/XX  IR131
SCREEN 000 NAME

      SSNO CHANGED TO          000000000
      SSNO CHANGED FROM        000000000
      ORG STRUCTURE CODE AGCY
      DEPARTMENT CODE
      PROCESSED PAY PERIOD BEGINS  00 00 00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU      PF5 = HELP          ENTER = INQUIRY      1400
                                                    CLEAR = EXIT
  
```

**Figure 48. IR131, SSNO Change Data**

```

SSN 000000000 AG          * SEPARATION INFORMATION *      XX/XX/XX  IR132
SCREEN 000 NAME

PREPARE LEAVE RECORD          PAY RAISE RATE LUMP SUM          .00
FINAL TA RECEIVED             SCD WGI                          00 00 00
PREPARE RETIRE RECORD          0      SUPV MGR PROBATION BEGIN  00 00 00
RECORD STATUS CODE             0      PROBATION PERIOD START    00 00 00
PROCESSED PP 00 YR 00          0000   PERSONNEL ACTION EFFECTIVE 00 00 00
LUMP SUM ENDING DATE HOURS     .00    NATURE OF ACTION 2ND/AUTH 000
LAST DAY PAY STATUS FOR RET  00 00 00

      * INTERMITTENT *

INTERIM LUMP SUM CODE          ELAPSED CAL DAYS SINCE WGI      0000
DAYS WORKED SINCE LAST WGI     000   ELAPSED CAL DAYS TO CAREER  0000
DAYS WORKED THIS APPOINT       0000  DAYS WORKED ON ROLL       0000
PAID STATUS DAYS TO CAREER      000   ELAPSED CAL DAYS DURING PROB 0000
DAYS WORKED CALENDAR YEAR       000   ELAPSED CAL DAYS SCD        000
DAYS WORKED DURING PROB        000

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU      PF5 = HELP          ENTER = INQUIRY      1400
                                                    CLEAR = EXIT
  
```

**Figure 49. IR132, Separation Information**

## Separated Leave (IR133)

Separated Leave (**Figure 50**) is Pgm. No 133 on the Current Data Menu (**Figure 9 and 10**). This program displays leave information for separated employees. Information is displayed for annual leave, sick leave, leave without pay, absence without leave, absence without pay, date lump sum carried, suspension leave, and military leave.

Data displayed on this program was entered through PRES Program DP054, Lump Sum Leave Payments, PC-TARE (or other T&A entry system), and system generated.

**Note:** Once the SF-1150 is generated, all counters reflect a zero balance. The lump sum fields and other fields contain data as appropriate.

## Severance Payment (IR134)

Severance Payment (**Figure 51**) is Pgm. No. 134 on the Current Data Menu (**Figure 9 and 10**). This program displays severance pay information. Information displayed includes total severance fund, biweekly and initial severance payment amounts, severance fund balance, date severance pay begins, and the accounting distribution.

Data displayed on this program was entered through PACT (remarks section of the separation action) and PRES Program DP128, Severance Pay.

```

SSN 000000000 AG          * SEPARATED LEAVE *          XX/XX/XX  IR133
SCREEN 000 NAME

      * ANNUAL LEAVE *          * LEAVE WITHOUT PAY *          * DT LUMP SUM CARRIED *
LUMP SUM LV PAID          .00 LV RETIREMENT RIF          .00 RESTORED LEAVE 00 00 00
CARRYOVER BAL          .00 SINCE WGI          .00 OVER CEILING LV 00 00 00
ACCRUAL YTD          0000 DURING PROBATION          .00 WITHIN CEILING LV 00 00 00
LEAVE USED YTD          .00 DURING MGRL PROB          .00 DATE LEAVE PAID 00 00 00
ACCRUAL REDUCTION          000

      * SICK LEAVE *          * ABSENT WITHOUT LEAVE *          * SUSPENSION LEAVE *
EXPIRE FOR RET 00 00 00 LV RETIREMENT RIF          .00 LV RETIREMENT RIF          .00
CARRYOVER BAL          .00 SINCE WGI          .00 SINCE WGI          .00
ACCRUAL YTD          000 DURING PROBATION          .00 DURING PROBATION          .00
LEAVE USED YTD          .00 DURING MGRL PROB          .00 DURING MGRL PROB          .00
ACCRUAL REDUCTION          000

MINUS SICK LV CODE          0          * ABSENT WITHOUT PAY *          * MILITARY LEAVE *
PROJECTED USE 00 00 00 EXCESS 30 DAY CNTR 0000 REGULAR HRS YTD          .00
CONSECUTIVE DAY CNTR 00 REGULAR DAYS YTD          .00
EMERGENCY HRS YTD          .00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT

```

Figure 50. IR133, Separated Leave

```

SSN 000000000 AG          * SEVERANCE PAYMENT *          XX/XX/XX  IR134
SCREEN 000 NAME

TOTAL SEVERANCE FUND          .00
BIWEEKLY SEVERANCE AMOUNT          .00
INITIAL SEVERANCE PAYMENT AMT          .00
SEVERANCE FUND BALANCE          .00
DATE SEVERANCE PAY BEGINS          00 00 00
ACCOUNTING DISTRIBUTION FY APPN CD
SUB LEVEL CODE

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT

```

Figure 51. IR134, Severance Payment

## Severance Pay Computation (IR135)

Severance Pay Computation (**Figure 52**) is Pgm. No. 135 on the Current Data Menu (**Figure 9** and **10**). This program displays the formula used to compute an employee's severance payments. To display Screen 2 (**Figure 53**), press [PF2]. Screen 2 displays information regarding the severance pay computation.

This program displays the projected weekly and biweekly severance payment amounts based on the information contained in the employee's database record.

This program is not used as a research tool but is rather a calculation program used to project the severance payment amount an employee would receive if entitled to severance payments.

Generated fields may be changed to project the severance payment amounts, and certain fields not generated may be entered. You may change the projected amount by completing and/or changing certain fields.

No actual severance payment will be made based on this projection. An actual severance payment is made based on the processing of the separation action with Remarks Code N22 and the processing of PRES Program DP128, Severance Payment.

### Access Instructions

IR135 may be accessed by either tabbing to the Screen/Menu option on the Main Menu and entering 135 or by tabbing to the Screen option on the Current Data Menu and entering 135. The Severance Pay Computation Screen is displayed after selecting either of these options. The social security number may be entered either before or after IR135 is selected.

**Note:** If the employee has a dual appointment and the agency displayed is not the one desired, key in the agency desired.

The fields listed below are system-generated fields, but they may be changed to project severance payment amounts. Changes to fields are temporary and not stored in IR135. The system reverts back to the data in the database when IR135 is queried again.

**Alternator-P/T Pay Period Worked/Yr** (*optional, numeric; 10 positions*). Key in the number of pay periods the employee worked as part-time, the part-time tour of duty hours, and the part-time hourly rate. This field must be completed even if the employee was part-time for the whole year.

**Base-Pay Per Annum** (*optional, numeric; 11 positions*). Key in the projected annual salary. **Note:** The generated salary does not include annual premium pay for standby duty or night differential.

The fields listed below are not system generated, but they may be completed to project the severance amount.

**Prior Severance** (*optional, numeric; 3 positions*). Key in the number of weeks/days if there were prior severance payments; otherwise, leave this field blank. Data is never system generated in this field.

**Noncred SVC Dates** (*optional, numeric; 12 positions-MMDDYY*). Key in the dates when noncreditable service was performed, if any. If this field is completed, the dates are converted to years and months and displayed in the Less Noncreditable SVC portion of the Creditable Service field.

The remaining fields (listed below) are restricted and cannot be changed:

Name  
Date of Birth  
Age at Separation  
Creditable Service  
Rate at Date of Separation



# Payroll/Personnel Manual Information/Research Inquiry System

```

SSN 000000000 AG          * SEVERANCE PAY COMPUTATION *          XX/XX/XX  IR135
SCREEN 000 NAME
SEPARATION DATE: 00 00 0000 (MM DD YY)  PRIOR SEVERANCE: 00 WEEKS  0 DAYS
ALTERNATOR      P/T PAY PERIODS WORKED/YR: 00 HRS WORKED/WK: 00 HRLY RATE: .00
DATE OF BIRTH: 00 00 0000          AGE AT SEPARATION 00 YEARS 00 MONTHS
CREDITABLE SERVICE(SCD LV DATE00 00 0000 LESS NONCREDITABLE SVC 00 YRS 00 MTHS)
      = YEARS MONTHS
RATE AT DATE OF SEPARATION - WEEKLY:          BIWEEKLY:
BASE-PAY PER ANNUM:
  BASIC SEVERANCE ALLOWANCE          AGE ADJUSTMENT ALLOWANCE
    X          =          X          =
    X          =          X          =

  (BASIC SEVERANCE ALLOWANCE)
  (AGE ADJUSTMENT ALLOWANCE)
  (TOTAL SEVERANCE PAY)
  (PRIOR SEVERANCE PAY ADJUSTMENT)
  (TOTAL SEVERANCE PAY ALLOWABLE)
  /          = BIWEEKLY PAY
PERIODS @          WITH A BALANCE OF
          TO BE PAID IN A FINAL PAYMENT
>>> THIS COMPUTATION IS AN ESTIMATE. PRESS PF2 FOR FURTHER INFORMATION.
PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT
  
```

NONCRED SVC DATES

FROM

TO

Figure 52. IR135, Severance Pay Computation (Screen 1)

```

IR0000H
ENTER=RETURN
*****

THIS COMPUTATION IS AN ESTIMATE.  MILITARY SERVICE AND
PREVIOUS RECEIPT OF SEVERANCE PAY WILL AFFECT ENTITLEMENT
AMOUNT.  TEMPORARY EMPLOYEES AND EMPLOYEES ELIGIBLE TO
RETIRE ON AN IMMEDIATE ANNUITY ARE INELIGIBLE.
  
```

Figure 53. IR135, Severance Pay Computation (Screen 2)

### Annual/Sick Leave (IR136)

Annual Leave (**Figure 54**) is Pgm. No. 136 on the Current Data Menu (**Figure 9** and **10**). This program displays data associated with annual leave, sick leave, annual leave restored, U.S. Attorney leave, and donor leave.

Data displayed on this program was entered through PC-TARE (or other T&A entry system), TINQ, and PRES Programs DP160, Record of Leave Data Transferred, and DP165, Authorization For Restored Annual Leave.

```

SSN 000000000 AG          * ANNUAL/SICK LEAVE *          06/19/00 IR136
SCREEN 000 NAME

      * ANNUAL LEAVE *
CARRYOVER BALANCE          .00
ACCRUALS YTD                0
LEAVE USED YTD             .00
CURRENT BALANCE            .00
ACCRUAL REDUCTION          0
PART-TIME CARRYOVER HOURS .00
LEAVE FORFEITED           .00
ACCRUED SES                0
ANNUAL LEAVE ERROR         0
CARRYOVER PRIOR YEAR       .00
ANNUAL LEAVE CATEGORY      0
LEAVE EARNING STATUS PP
45 DAY CARRYOVER CODE
45 DAY CARRYOVER HOURS     .00
INTERIM LUMP SUM CODE
DATE CHANGED JULIAN 00000 CAL 00 00 00
LEAVE CHANGED ID

      * SICK LEAVE *
CARRYOVER BALANCE          .00
ACCRUALS YTD                0
LEAVE USED YTD             .00
CURRENT BALANCE            .00
ACCRUAL REDUCTION          0
PART-TIME CARRYOVER HOURS .00
SICK LEAVE ERROR          0
FROZEN SICK LEAVE BALANCE .00

      * ANNUAL LEAVE RESTORED *
1ST RESTORED YEAR          00
1ST RESTORED HOURS         .00
2ND RESTORED YEAR          00
2ND RESTORED HOURS         .00
3RD RESTORED YEAR          00
3RD RESTORED HOURS         .00
LEAVE RESTORED FORFEITED .00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU   PF5 = HELP   PF8 = PG/DWN   ENTER = INQUIRY   CLEAR = EXIT
  
```

**Figure 54. IR136, Annual/Sick Leave (Screen 1)**

```

SSN SSN 0000 AG 00          * ANNUAL/SICK LEAVE *          06/19/00 IR1361
SCREEN 000 NAME

      * US ATTORNEY LEAVE *
FROZEN ANNUAL BALANCE      .00
FROZEN SICK BALANCE        .00
FROZEN LEAVE RATE          .00
DATE LEAVE FROZEN         00 00 00

      * DONOR LEAVE *
APPROVED LEAVE DONOR CODE
APPROVED LEAVE RECIPIENT

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU   PF5 = HELP   PF7 = PG/UP   ENTER = INQUIRY   CLEAR = EXIT
  
```

**Figure 55. IR137, Annual/Sick Leave (Screen 2)**

### **For Future Use (IR137)**

This program has been reserved for future use.

The screenshot shows a terminal window with a dark gray border. Inside, the text is as follows:

```
SSN 000000000 AG          * RESERVED FOR FUTURE USE *          IR137
SCREEN 000 NAME
```

At the bottom of the screen, the following function key definitions are listed:

```
PF1 = SUB MENU      PF5 = HELP1400      ENTER = INQUIRY      CLEAR = EXIT
```

**Figure 54. IR137, Reserved For Future Use**

## Other Leave (IR138)

Other Leave (**Figure 56**) is Pgm. No. 138 on the Current Data Menu (**Figure 9** and **10**). This program displays data associated with military leave, home leave, and shore leave.

Data displayed on this program was entered through PC-TARE (or other T&A entry system), TINQ, and PRES Program DP160, Record of Leave Data Transferred.

## Compensatory Leave & Rate (IR139)

Compensatory Leave & Rate (**Figure 57**) is Pgm. No. 139 on the Current Data Menu (**Figure 9** and **10**). This program displays data associated with compensatory leave and applicable rates. Information displayed includes error code, earned and used year-to-date balance, total current balance, etc. Press [Enter] to display a continuation of rate records. This occurs when the rate records exceed the space provided.

Data displayed on this program was entered through PC-TARE (or other T&A entry system) and TINQ.

```

SSN 000000000 AG          * OTHER LEAVE *          XX/XX/XX  IR138
SCREEN 000 NAME

      * MILITARY LEAVE *
REGULAR HOURS YTD          .00
REGULAR DAYS YTD           0
EMERGENCY HOURS YTD        .00
EMERGENCY PP HOURS         .00
LEAVE CARRYOVER            .000
LEAVE DAYS PRIOR YEAR      00

CREDIT HOURS CURRENT BAL    .00
ADMINISTRATIVE LEAVE USED YTD .00

      * HOME LEAVE *
CARRYOVER BALANCE          .00
CURRENT BALANCE             .00
LEAVE USED YTD              .00
LEAVE ACCRUALS YTD          0

      * SHORE LEAVE *
CARRYOVER BALANCE          .00
CURRENT BALANCE             .00
LEAVE USED YTD              .00
LEAVE ACCRUALS YTD          0

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

**Figure 56. IR138, Other Leave**

```

SSN 000000000 AG          * COMPENSATORY LEAVE & RATE *      06/19/00  IR139
SCREEN 000 NAME

ERROR CODE                  0      PRIOR YR BALANCE          .00
FORFEITED                   .00    PRIOR YR BALANCE 2      .00
EARNED YTD                   .00    LEAVE USED RELIG OBSER YTD .00
USED YTD                     .00    BALANCE RELIGIOUS OBSER .00
TOTAL CURRENT BAL            .00    CHANGED DATE JULIAN 00000 CAL 00 00 00
                                   CHANGED ID

      * RATE RECORDS *

YR PP  RATE  HOURS      YR PP  RATE  HOURS      YR PP  RATE  HOURS

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

**Figure 57. IR139, Compensatory Leave & Rate**

Data displayed on this program was entered through PC-TARE (or other T&A entry system), PACT, and TINQ.

**Reserved For Future Use (IR141)**

**Figure 58. IR140, Non Pay Leave**

**Figure 59. IR141, Reserved For Future Use**

## Awards (IR142)

Awards (**Figure 60**) is Pgm. No. 142 on the Current Data Menu (**Figure 9** and **10**). This program displays cash award data. Information below the Awards Number field is displayed as it applies in the data base during the processing pay period (through the Monday before the official Thursday payday), after BEAR, before the first pass of PINE. **Note:** The first 3 data elements on the screen remain until superseded by another personnel action.

## Time Off Award Data (IR143)

Time Off Award Data (**Figure 61**) is Pgm. No. 143 on the Current Data Menu (**Figure 9** and **10**). This program displays time off award data. Information displayed includes the year, pay period, hours granted, used, balance, and forfeited.

Data displayed on this program was entered through PACT, PC-TARE (or other T&A entry system), and TINQ.

```

SSN 000000000 AG          * AWARDS *          XX/XX/XX  IR142
SCREEN 000 NAME

                CURRENT AWARDS CASE NUMBER
CASH AWARD AMT      .00    EFF PP 00 YR 00
PMRS/PPF BONUS AMT  .00    EFF PP 00 YR 00

                AWARDS NUMBER 0000

AWARDS CASE NUMBER          AMOUNT OF AWARD      .00
EFFECTIVE DATE              00 00 00             PROCESSING PP BEGINS  00 00 00
PERIOD COVERED - FROM DATE: 00 00 00             TANGIBLE BENEFITS
                        TO DATE: 00 00 00          INTANGIBLE BENEFITS
NUMBER PERSONS RECEIVING AWARD 000             AWARD TYPE CODE      0
AWARD SCOPE                  AWARD CODE
AWARD NAME
FIRST YEAR SAVINGS          .00    AMT PAID BY NON GOVT SOURCE  .00
ACCOUNTING DISTRIBUTION
FY      APPN CODE          SUB LEV
AGENCY CHARGED              ACCT STATION CHARGED 0000
AWARD AGENCY USE            SF-50B

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP              ENTER = INQUIRY      CLEAR = EXIT

```

**Figure 60. IR142, Awards**

```

SSN 000000000 AG          * TIME OFF AWARD DATA *          XX/XX/XX  IR143
SCREEN 000 NAME

                TOTAL TIME OFF HOURS      .00

EFFECTIVE  HOURS  HOURS  HOURS  HOURS  CHANGE  CHANGE
YR  PP  GRANTED  USED  BALANCE  FORFEITED  ID      DATE

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU      PF5 = HELP              ENTER = INQUIRY      CLEAR = EXIT

```

**Figure 61. IR143, Time Off Award Data**

## Processing Indicators (IR144)

Processing Indicators (Figure 62) is Pgm. No. 144 on the Current Data Menu (Figure 9 and 10). This program displays various types of system indicators when certain transactions are processed.

Data displayed on this program was generated from entries through PACT, PRES, PMSO, and PC-TARE (or other T&A entry system).

## Demonstration Project Data (IR145)

Demonstration Project Data (Figure 63) is Pgm. No. 145 on

the Current Data Menu (Figure 9 and 10). This program displays demonstration project data.

Data displayed on this program was entered through PMSO, Applicant Case Information System (APPL), and PRES Program DP122, USDA-Demonstration Project.

**Note:** If the position is part of a demonstration project, the case file number, project indicator, service agreement expiration date, and other data relating to the demonstration project are displayed. For positions that are not part of a demonstration project, these fields are blank.

```

SSN 000000000 AG          * PROCESSING INDICATORS *      XX/XX/XX  IR144
SCREEN 000 NAME

ACCESSION BREAK IN SERVICE IND      0      EMPLOYEE CEILING IND      0
SPLIT TA REQUIRED IND
THRIFT SAVINGS PLAN CHANGE IND
UNION DUES CHANGE IND
HEALTH BENEFIT CHANGE IND
PERFORMANCE EVAL CHANGE IND
CASH AWARD IND
FLEXFACTOR PARTICIPANT CODE
INACTIVE NO PAY DUE IND
EMPLOYEE TRANSFER IND
MULTI ELEMENT CHANGE IND
NFC DATA BASE MODIFICATION IND

MSG OVERRIDE
SALARY USE

PERSONNEL USE

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      1400
                                           CLEAR = EXIT

```

Figure 62. IR144, Processing Indicators

```

SSN 000000000 AG          * DEMONSTRATION PROJECT DATA *  XX/XX/XX  IR145
SCREEN 000 NAME

CASE FILE NUMBER
PROJECT INDICATOR
PAY PLAN/GRADE/STEP      00  00
MR/IP NUMBER
OCC SERIES CODE      0000
POSITION OFFICIAL TITLE
ADJUSTED SALARY      .00
DUTY STATION CODE      0000  000
PERSONNEL OFFICE ID      0000
ORG STRUCTURE CODE      00 00 0000 00 00 00 00
NAT-ACT 1ST 3 POSITIONS      000
NAT-ACT 2ND 3 POSITIONS      000
PERS ACTION EFFECTIVE      00 00 00
PRESENT GRADE DATE      00 00 00
DATE PROBATION PERIOD START  00 00 00
DATE CHANGE IN TENURE      00 00 00
TENURE GROUP      0
SERVICE AGREEMENT EXPIRE DATE 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      1400
                                           CLEAR = EXIT

```

Figure 63. IR145, Demonstration Project Data

**Building Locator Inquiry (IR146)**

displays data pertaining to a General Accounting Office (GAO) employee's office location.

Building Locator Inquiry (**Figure 64**) is Pgm. No. 146 on the Current Data Menu (**Figure 9** and **10**). This program

Data displayed on this program was entered through PRES Program DP121, GAO Locator Input Screen.

SSN 000000000 AG \* BUILDING LOCATOR INQUIRY \* 06/19/00 IR146  
SCREEN 000 NAME

ORG STRUCTURE CODE: 00 00 0000 00 00 00 00  
WORK BUILDING CODE:  
MAIL ROOM LOCATION:  
PHYSICAL ROOM LOCATION:  
WORK PHONE NUMBER:  
BUILDING NAME & ADDRESS:

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY 1400  
CLEAR = EXIT

**Figure 64. IR146, Building Locator Inquiry**



*(reserved)*

## Transaction History Menu

The Transaction History Menu (**Figure 64.1**) is Option 200 on the IRIS Main Menu (**Figure 6**). The Payroll/Personnel System retains 1 year of data to facilitate the automatic adjustment of 1 year of processing. The data reflected in IRIS is updated when one of the following retroactive adjustments is processed: (1) personnel action, (2) corrected Time and Attendance Report(s), or (3) NFC initiated adjustment as a result of a retroactive law, regulation, or policy being enacted. When these adjustments process, the payment is revalidated (i.e., a debit and credit is initiated which recomputes the original payment(s), computes the correct payment(s), and pays or collects the difference).

Option 200 consists of 1 screen and provides a menu of 19 programs that are used to view transaction history data. The screen numbers for these programs correspond with the Current Data Menu programs.

Below is a brief description of each program:

**201. Salary Data Transaction.** Displays a history of an employee's position-related information and salary record and personnel records associated with it.

**202. Dates & Misc Sal/Pers Data.** Displays a history of general personnel and salary data.

**205. State Tax Transaction.** Displays a history of state tax data.

**206. City Tax Transaction.** Displays a history of city tax data.

**207. County Tax Transaction.** Displays a history of county tax data.

**209. Allowance/COLA/Post Diff Tran.** Displays a history of allowance data.

**211. Charitable Contribution Tran.** Displays history data for up to two charitable contribution records per agency transaction history.

**213. Flexfund Transaction.** Displays a history of flex-fund data.

**215. Health Benefits Transaction.** Displays a history of Federal and non Federal health benefits data.

**216. Life Insurance Transaction.** Displays a history of Federal and non Federal life insurance data.

**217. Retirement Data Transaction.** Displays a history of retirement data for Civil Service Retirement, Federal Employees Retirement System, and others.

**218. Thrift Savings Data Transaction.** Displays a history of Thrift Savings Plan data.

**222. SF-50B Data Elements Transaction.** Displays a history of personnel data.

**223. Personnel Supplements Transaction.** Displays a history of general personnel data such as education level, performance evaluation data, accession data, etc.

**224. Address Information Transaction.** Displays a history of an employee's residence address and check distribution information.

**225. Personnel Actions Summary.** This program displays a history of personnel actions processed.

**227. Detail/Temp From Transaction.** Displays a history of current detailed position data and temporary promotion data.

**228. Retained Grade Data Transaction.** Displays a history of retained grade data.

**242. Awards Transaction.** Displays a history of cash award data.

**244. Processing Indicators Transaction.** Displays a history of various types of data used for processing salary and personnel documents.

To select an option from the Personnel History Menu, follow one of the methods below:

- Key in the social security number (SSN), the agency code (optional), the screen number, and press [Enter]. The program selected is displayed with the employee's data.

or

- Key in the screen number in the Screen field and press [Enter]. A screen with no data is displayed. Enter the social security number and agency code (optional) and press [Enter]. The program selected is displayed with the employee's data.

There is a help screen for the Transaction History Menu program (**Figure 64.1a**). To access the help screen, press [PF5] on the SSN, Agency, or Screen field of the Transaction History Menu. This help screen provides information on the 200 series submenu and gives instructions for accessing any screen in IRIS.

Each transaction history program contains the following data elements:

- **Trans Hist (Agency Transaction History).** This data element is not currently in the data dictionary. It is used in IRIS as a counter indicating the **agency's transaction history**, displayed in historical order. For example, the first Trans Hist displayed, **0001**, represents the current or most recent agency records. The next Trans Hist displayed, **0002**, represents prior agency records in a historical order. Press the [PF11] key to scroll to the next agency's transaction history, if available, in historical order. To return to the previously viewed agency transaction history, with **0001** representing the first his-

tory, press the [PF12] key. The first record of the previous agency transaction history record is displayed.

- **Trans Rcd (Transaction Record).** This data element is not currently in the data dictionary. It is used in IRIS as a counter indicating the **transaction record** within an **agency's transaction history**, displayed in historical order. For example, the first Trans Rcd displayed, **0001**, represents the current or most recent transaction record for that agency. The next Tran Rcd displayed, **0002**, represents prior transactions in a historical order. To view the transaction record within the agency transaction history, press [Enter].

Instructions follow for viewing programs on the Transaction History Menu.

```

                                TRANSACTION HISTORY MENU                                IR200
                                SSN 000000000                                SCREEN
201 SALARY DATA TRANSACTION          217 RETIREMENT DATA TRANSACTION
202 DATES & MISC SAL/PERS DATA        218 THRIFT SAVINGS DATA TRANSACTION
205 STATE TAX TRANSACTION              222 SF-50B DATA ELEMENTS TRANSACTION
206 CITY TAX TRANSACTION               223 PERSONNEL SUPPLEMENTS TRANSACTION
207 COUNTY TAX TRANSACTION             224 ADDRESS INFORMATION TRANSACTION
209 ALLOWANCE/COLA/POST DIFF TRAN      225 PERSONNEL TRANSACTION HISTORY
211 CHARITABLE CONTRIBUTION TRAN       227 DETAIL/TEMP PROM TRANSACTION
213 FLEXFUND TRANSACTION               228 RETAINED GRADE TRANSACTION
215 HEALTH BENEFITS TRANSACTION        242 AWARDS TRANSACTION
216 LIFE INSURANCE TRANSACTION         244 PROCESSING INDICATORS TRANSACTION

* * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *

ENTER SCREEN NUMBER (SSNO/AGENCY OPTIONAL) AND PRESS ENTER
PF1 = MAIN MENU          PF5 = HELP          ENTER = TRANSFER          CLEAR = EXIT

```

Figure 64.1. Transaction History Menu

```

                                IR0000H
                                ENTER=RETURN
*****
THIS IS THE 200 SERIES SUBMENU FOR THE IRIS SYSTEM.
THE SCREENS IN THIS SUBMENU DISPLAY DATA STORED ON
THE TRANSACTION HISTORY DATABASE AND ARE CURRENT
THROUGH THE LAST PASS OF PINE.

--TO GO DIRECTLY TO ANY SCREEN IN IRIS,
ENTER A SSNO (OPTIONAL), AGENCY (OPTIONAL) AND SCREEN
NUMBER AND PRESS ENTER.

```

Figure 64.1a. Transaction History Menu Help Screen

### Salary Data Transaction (IR201)

Salary Data Transaction (**Figure 64.1b**) is Program No. 201 on the Transaction History Menu (**Figure 64.1**). This program displays an employee's position related information and salary record and personnel records associated with it.

To display the agency organizational structure description, press the [PF2] key.

To display additional agency transaction history records, press the [PF11] key. To return to the previous agency transaction history record, press the [PF12] key.

SSN 000000000 AG		* SALARY DATA TRANSACTION *		IR201	
SCREEN 000 NAME				TRAN HIST	0000
				TRAN RCD	0000
DEPARTMENT CODE	POI 0000	ADJUSTED SALARY			.00
ORG STRUCTURE CODE	PF2 = ORG LITERAL	SCHEDULED SALARY			.00
00 00 0000 00 00 00 00		GEOGRAPHIC ADJ RATE			.00
POSITION TITLE		SALARY RATE CODE			
		LOCALITY TABLE CODE			
POSITION TITLE CODE		GEOGRAPHIC ADJ PERCENT		.0000	
PAY PLAN/GRADE/STEP	00 00	PAY RATE DETERMINANT CODE			
MR/IP NUMBER		PAY TABLE CODE			
OCC SERIES/FUNCTION CODE	0000 00	LEO INDICATOR			
DUTY STATION	CODE 0000 000	FAIR LABOR STANDARDS CODE			
CITY/ST		FGLI COVERAGE CODE			
COUNTY		RETIREMENT COVERAGE CODE			
DOCUMENT DESCRIPTION CODE		SEPARATION ACCESSION TYPE		0	
		FREQUENCY PAID CODE		0	
DOCUMENT EFFECTIVE DATE	00 00 00	EARNINGS LIMITATION CODE			
DOCUMENT BATCH	PP 00 YR 00	NOA 1ST	000	00000	
PERS ACTION EFFECTIVE	00 00 00	NOA 2ND	000	00000	
ACCT STATION CD 0000	LOCATION CD 0	PMSA CODE			
PLEASE ENTER SSNO AND PRESS ENTER			CMSA CODE	1400	
PF11 = NEXT AGCY HIST					
PF1 = SUB MENU	PF5 = HELP		PF12 = PREV AGCY HIST		
			ENTER = INQUIRY	CLEAR = EXIT	

**Figure 64.1b. IR201, Salary Data Transaction**

## Dates & Misc Sal/Pers Transaction (IR202)

Dates & Misc Sal/Pers Transaction (Figure 64.1c) is Pgm. No. 202 on the Transaction History Menu (Figure 64.1). This program displays general salary data and associated dates for an employee. This program con-

tains 2 screens. To view the data displayed on Screen 2 (Figure 64.1d), press the [PF8] key. To return to the previous screen, press the [PF7] key.

To display additional agency transaction history records, press the [PF11] key. To return to the previous agency transaction history record, press the [PF12] key.

```

SSN 000000000 AG      * DATES & MISC SAL/PERS TRANSACTION *
SCREEN 000 NAME
                                                    IR202
                                                    TRANS HIST 0000
                                                    TRANS RCD  0000

ENTERED PRESENT GRADE      00 00 00      TYPE OF APPOINTMENT CODE      00
SCD WGI                     00 00 00      WORK SCHEDULE
DATE SCD RETIRE             00 00 00      TOUR OF DUTY HOURS          .00
DATE SCD RIF                00 00 00      ALTERNATE WORK SCHEDULE     0
DATE SCD LEAVE              00 00 00      SEASONAL STATUS QUO        0
SERVICE AGREE EXPIRE       00 00 00      SPECIAL EMPLOYEE CODE       00
DATE LONGEVITY              00 00 00      CURRENT EMPLOYMENT STATUS   0
LONGEVITY PERCENT           .00          SPECIAL EMPLOYMENT PROGRAMS CD
QUARTER DED CODE          RATE .00      BARGAINING UNIT STATUS      0000
COPR STATUS
PROFESSIONAL CATEGORY
CONVERSION CAREER TEN      00 00 00      POSITION SUPERVISORY CODE    0
                                                    EMPLOYEE TYPE
                                                    POSITION SENSITIVITY CODE

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST      PF8 = PG/DWN      PF12 = PREV AGCY HIST      1400
PF1 = SUB MENU             PF5 = HELP        ENTER = INQUIRY          CLEAR = EXIT

```

Figure 64.1c. IR202, Dates & Misc Sal/Pers Transaction (Screen 1)

```

SSN 000000000 AG      * DATES & MISC SAL/PERS TRANS (CONT) *
SCREEN 000 NAME
                                                    IR2021
                                                    TRANS HIST 0000
                                                    TRANS RCD  0000

SUPV MANAGER PROBATION BEGIN 00 00 00  AUO/AP STANDBY PERCENT      000
PROBATION PERIOD STARTS      00 00 00  AUO/AP STANDBY HOURS WK(1) 00 (2) 00
NON PAY NTE                  00 00 00  ANNUITANT SHARE AMOUNT      .00
PROMOTION NTE                00 00 00  ANNUITANT INDICATOR
APPOINTMENT NTE              00 00 00  SALARY SHARE CODE          0
APPOINTMENT LIMITATION CODE  0          PRIMARY FUND CODE           00
SERVICE YEAR START DATE     00 00 00  COOP EMPLOYEE CONTROL CODE  0
APPOINTMENT HOURS DAYS DOLLAR .00 .00  COOP SHARE AMOUNT          .00
TOTAL .00 000 .00           COOP RT OVERTIME HOLIDAY .00
WAGE BOARD AREA CODE         .00 .00  EARNINGS LIMITATION YTD    .00
WB SHIFT 2 .00 .00 VAR .00  SEVERANCE PAY CODE          0
ENVIRONMENTAL DIFFERENTIAL RATE .00

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST      PF7 = PG/UP      PF12 = PREV AGCY HIST      1400
PF1 = SUB MENU             PF5 = HELP        ENTER = INQUIRY          CLEAR = EXIT

```

Figure 64.1d. IR202, Dates & Misc Sal/Pers Data (Screen 2)

### State Tax Transaction (IR205)

State Tax Transaction (**Figure 64.1e**) is Pgm. No. 205 on the Transaction History Menu (**Figure 64.1**). This program displays an employee's state tax history record. Information displayed includes deduction information, state code, duty station, private tax code, and the pay period and year processed. The Record field is a counter for multiple records. Press [Enter] to display additional state tax transaction records.

The data displayed on this program was entered through PRES Program DP140, State Income Tax Certificate.

### City Tax Transaction (IR206)

City Tax Transaction (**Figure 64.1f**) is Pgm. No. 206 on the Transaction History Menu (**Figure 64.1**). This program displays a history record of an employee's total city tax deductions for the taxing year. Information displayed includes state and city codes, tax status code and description, tax indicator, number of exemptions, percentage rate, extra deduction amount, and total deductions to date for the taxing year. The Tax Record field is a counter for multiple records. Press [Enter] to display additional city tax transaction records.

The data displayed on this program was entered through PRES Program DP150, City Income Tax Certificate.

```

SSN 000000000 AG          * STATE TAX TRANSACTION *
SCREEN 000 NAME                                     TRANS HIST IR205
                                                    TRANS RCD 0000
                                                    RECORD 0000

PROCESSED PP 00 YR 00
WITHHOLDING STATE CODE/NAME          NUMBER EXEMPTIONS
                                           EXTRA PERSONAL
STATUS DUTY STATE 0
PRIVATE TAX CODE 0
EXTRA DEDUCTIONS .00

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU          PF5 = HELP

                                           PF12 = PREV AGCY HIST 1400
ENTER = INQUIRY          CLEAR = EXIT
  
```

**Figure 64.1e. IR205, State Tax Transaction**

```

SSN 000000000 AG          * CITY TAX TRANSACTION *
SCREEN 000 NAME                                     TRANS HIST IR206
                                                    TRANS RCD 0000
                                                    TAX RECORD

STATE CODE/NAME 00
CITY CODE/NAME 0000
TAX STATUS 0
TAX INDICATION 0
NUMBER EXEMPTIONS
TAX PERCENT .00
EXTRA DEDUCTIONS .00
TAX DEDUCTIONS YTD .00

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU          PF5 = HELP

                                           PF12 = PREV AGCY HIST 1400
ENTER = INQUIRY          CLEAR = EXIT
  
```

**Figure 64.1f. IR206, City Tax Transaction**

## County Tax Transaction (IR207)

County Tax Transaction (**Figure 64.1g**) is Pgm. No. 207 on the Transaction History Menu (**Figure 64.1**). This program displays a history record of an employee's total tax deductions for the taxing year. Information displayed includes state and county codes, tax status code and description, tax indication, number of exemptions, percentage rate, extra deduction amount, and deductions to date for the taxing year. The Tax Record field is a counter for multiple records. Press [Enter] to display additional country tax transaction records.

The data displayed on this program was entered through PRES Program DP151, County Income Tax Certificate.

## Allowances/COLA/Post Diff Trans (IR209)

Allowances/COLA/Post Diff Trans (**Figure 64.1h**) is Pgm. No. 209 on the Transaction History menu (**Figure 64.1**). This program displays a history record of an employee's allowance data. Information is displayed for the various allowance codes.

The Allowance Record field is a counter for multiple records on this program. Press [Enter] to display additional allowance records.

Data displayed on this program was entered through PRES Program DP127, Allowances, or PC-TARE (or other T&A entry system).

```

SSN 000000000 AG          * COUNTY TAX TRANSACTION *
SCREEN 000 NAME
                                           IR207
                                           TRANS HIST 0000
                                           TRANS RCD 0000

TAX RECORD 0000

STATE CODE/NAME 00
COUNTY CODE/NAME 000
TAX STATUS 0
TAX INDICATION 0
NUMBER EXEMPTIONS
TAX PERCENT .00
EXTRA DEDUCTIONS .00
TAX DEDUCTIONS YTD .00

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU PF5 = HELP
PF12 = PREV AGCY HIST 1400
ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 64.1g. IR207, County Tax Transaction**

```

SSN 000000000 AG          * ALLOWANCES/COLA/POST DIFF TRANS *
SCREE 000 NAME
                                           IR209
                                           TRANS HIST 0000
                                           TRANS RCD 0000

COLA POST DIFF CODE ALLOWANCE COLA CODE FOREIGN POST PAY DIFF CODE

ALLOWANCE RECORD 0000

TYPE 000
TAXABLE
CODE 0
TOTAL .00
RATE .00
BALANCE .00

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU PF5 = HELP
PF12 = PREV AGCY HIST 1400
ENTER = INQUIRY CLEAR = EXIT
  
```

**Figure 64.1h. IR209, Allowances/COLA, Post Diff Trans**

### Charitable Contribution Trans (IR211)

Charitable Contribution Trans (Figure 64.1i) is Pgm. No. 211 on the Transaction History Menu (Figure 64.1). This program displays history data for up to two charitable contributions.

Data entered on this program was entered through PRES Program DP088, Voluntary Charitable Contributions.

gram displays a history of an employee's flexfund data. Information displayed includes transaction, plan option, tax deferred codes, amounts and balances, and applicable pay periods. The Flexfund Number field is a counter for multiple records. Press [Enter] to display additional flexfund records.

### Flexfund Transaction (IR213)

Flexfund Transaction (Figure 64.1j) is Pgm. No. 213 on the Transaction History Menu (Figure 64.1). This pro-

Data displayed on this program was entered through PRES Program DP185, Flexfund Flexible Spending Account.

```

SSN 000000000 AG      * CHARITABLE CONTRIBUTION TRANS *
SCREEN 000 NAME
                                                    IR211
                                                    TRANS HIST 0000
                                                    TRANS RCD  0000

RECORD 0000

TYPE CODE              00
CITY CODE
STATE CODE             0000
AMOUNT PP              .00
BALANCE REMAINING      .00

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU          PF5 = HELP

PF12 = PREV AGCY HIST  1400
ENTER = INQUIRY        CLEAR = EXIT
  
```

**Figure 64.1i. IR211, Charitable Contribution Trans**

```

SSN 000000000 AG      * FLEXFUND TRANSACTION *
SCREEN 000 NAME
                                                    IR213
                                                    TRANS HIST 0000
                                                    TRANS RCD  0000

RECORD 0000

TRANSACTION CODE
PLAN CODE
OPTION CODE
DATE EFFECTIVE        00 00 00
AMOUNT                 .00
TOTAL AMOUNT           .00
BALANCE                .00
TAX DEFERRED CODE
PP DEDUCTED THIS TAX YR 00
BENEFIT TYPE          0
PAYEE NAME:

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU          PF5 = HELP

PF12 = PREV AGCY HIST  1400
ENTER = INQUIRY        CLEAR = EXIT
  
```

**Figure 64.1j. IR213, Flexfund Transaction**



### Health Benefits Transaction (IR215)

Health Benefits Transaction (**Figure 64.1k**) is Pgm. No. 215 on the Transaction History Menu (**Figure 64.1**). This program displays a history of Federal and non-Federal health benefits data. Information displayed includes data such as plan name, enrollment, coverage, and change codes, etc. The Record Number field is a counter for multiple records. Press [Enter] to display additional health benefits records.

Data displayed on this program was entered through PRES Program DP101, Non-Federal Health Benefit Form, DP180, Health Benefit Registration Form, or DP181, Change in Health Benefit Enrollment.

### Life Insurance Transaction (IR216)

Life Insurance Transaction (**Figure 64.1l**) is Pgm. No. 216 on the Transaction History Menu (**Figure 64.1**). This program displays a history of Federal and non-Federal life insurance data. Information displayed includes data such as coverage and plan codes, effective data, coverage amount, etc. The Record number field is a counter for multiple records. Press [Enter] to display additional life insurance records.

Data displayed on this program was entered through PACT or PRES Program DP102, Non-Federal Life Insurance Form.

```
SSN 000000000 AG      * HEALTH BENEFITS TRANSACTION *
SCREEN 000 NAME
                                           TRANS HIST 0000
                                           TRANS RCD 0000
                                           RECORD 0000
PLAN NAME
ENROLLMENT CODE 0      CONTROL NUMBER
COVERAGE CODE    TAX DEFERRED CODE
BENEFIT TYPE 0      ENROLLMENT FUTURE USE

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU      PF5 = HELP
PF12 = PREV AGCY HIST
ENTER = INQUIRY    CLEAR = EXIT
```

Figure 64.1k. IR215, Health Benefits Transaction

```
SSN 000000000 AG      * LIFE INSURANCE TRANSACTION *
SCREEN 000 NAME
06/19/00 IR216
TRANS HIST 0000
TRANS RCD 0000
RECORD 0000
PLAN CODE
COVERAGE CODE
DATE EFFECTIVE 00 00 00
BASIC COVERAGE AMOUNT .00
BIWEEK DEDUCT NON TABLE .00
OPTION A FACTOR
OPTION B FACTOR
OPTION C FACTOR
PLAN NAME
COVERAGE DESCRIPTION
PAYEE NAME
BENEFIT TYPE 0
AGE BRACKET CODE 0
BASIC COST ALTERNATE
COVERAGE AMOUNT FURNISHED
BASIC RATE DETERMINANT 0
PLAN TYPE 0

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU      PF5 = HELP
PF12 = PREV AGCY HIST
ENTER = INQUIRY    CLEAR = EXIT
```

Figure 64.1l IR216, Life Insurance Transaction.

### Retirement Data Transaction (IR217)

Retirement Data Transaction (**Figure 64.1m**) is Pgm. No. 217 on the Transaction History Menu (**Figure 64.1**). This program displays a history of retirement data for the Civil Service Retirement System, the Federal Employees Retirement System, and other retirement systems. Information displayed includes data such as coverage and plan codes, effective dates, benefit and deduction types, etc. The Record Number field is a counter for multiple records. Press [Enter] to display additional retirement records.

Data displayed on this program was entered through PACT and PRES Program DP103, Non-Federal Retirement Benefits Form.

### Thrift Savings Data Transaction (IR218)

Thrift Savings Data Transaction (**Figure 64.1n**) is Pgm. No. 218 on the Transaction History Menu (**Figure 64.1**). This program displays an employee's Thrift Savings Plan data history. Information displayed includes eligibility date and code, uncapped salary for TSP, and TSP service computation date. The Thrift Savings Record field is a counter for multiple records. Press [Enter] to display additional thrift savings data records.

Data displayed on this program was entered through PRES Program DP104, Non-Federal Thrift Savings Plan Form or DP125, Thrift Savings Plan Election Form.

```

SSN 000000000 AG      * RETIREMENT DATA TRANSACTION *
SCREEN 000 NAME
                                           IR217
                                           TRANS HIST 0000
                                           TRANS RCD 0000
RECORD 0000

PARTICIPATION ELIGIBILITY CODE
PLAN CODE
EFF DATE OF ACTION      00 00 00
BENEFIT TYPE            0
NON DEFERRED DEDUCTION  .0000
DEFERRED DEDUCTION      .0000
DEDUCTION TYPE          0
DED AFTER OASDI LIMIT   .0000
DED LIMIT TO OASDI

ACTION CODE
DATE DEDUCTION BEGAN    00 00 00
FROZEN SICK LEAVE BALANCE .00

PLEASE ENTER SSNO AND PRESS ENTER
          PF11 = NEXT AGCY HIST
PF1 = SUB MENU          PF5 = HELP
                                PF12 = PREV AGCY HIST
                                ENTER = INQUIRY          CLEAR = EXIT
                                1400

```

**Figure 64.1m. IR217, Retirement Data Transaction**

```

SSN 000000000 AG      * THRIFT SAVINGS DATA TRANSACTION *
SCREEN 000 NAME
                                           IR218
                                           TRANS HIST 0000
                                           TRANS RCD 0000
DATE TSP ELIGIBILITY      00 00 00
TSP ELIGIBILITY CODE

THRIFT SAVINGS RECORD 0000

PLAN CODE
COVERAGE CODE
DED LIMIT TO OASDI
BENEFIT TYPE
DEDUCTION TYPE          0
ACTION CODE             0
DEDUCTIONS BEGAN        00 00 00

NON DEFERRED DED FACTOR  .0000
DEFERRED DEDUCTION FACTOR .0000
DED AFTER OASDI LIMIT    .0000
TSP BASE PAY YTD

PLEASE ENTER SSNO AND PRESS ENTER
          PF11 = NEXT AGCY HIST
PF1 = SUB MENU          PF5 = HELP
                                PF12 = PREV AGCY HIST
                                ENTER = INQUIRY          CLEAR = EXIT
                                1400

```

**Figure 64.1n. IR218, Thrift Savings Data Transaction**

# Payroll/Personnel Manual Information/Research Inquiry System

## SF-50B Data Elements Transaction (IR222)

SF-50B Data Elements Transaction (**Figure 64.1o**) is Pgm. No. 222 on the Transaction History Menu (**Figure 64.1**). This program displays a history of an employee's personnel data as recorded on the SF-50B. To display

the organizational structure code name, press [PF2] in the Org Structure Code field on Screen 1.

This program contains two screen. To view the data displayed on Screen 2 (**Figure 64.1p**), press [PF8]. To return to the previous screen, press [PF7].

Data displayed on this program was entered through PACT and PMSO.

```

SSN 000000000 AG      * SF-50B DATA ELEMENTS TRANSACTION *
SCREEN 000 NAME
                                TRANS HIST 0000
                                TRANS RCD  0000
                                00 00 00
DATE OF BIRTH 00 00 00      PERS ACTN EFF 00 00 00
NAT ACT 1ST 3 POS 000      NAT ACT 2ND 3 POS 000
NAT ACT AUTH 1ST      NAT ACT AUTH 2ND
APPOINT NTE 00 00 00      PROM NTE 00 00 00      NON PAY NTE 00 00 00
POSITION TITLE      MR/IP
PAY-PLAN      OCC SERIES 0000      GRADE 00      STEP 00
SALARY RATE CODE      SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE      ADJ SALARY      OTHER PAY .00
ORG STRUCTURE CODE 00 00 0000 00 00 00      (PF2 = ORG NAME)
VETERANS PREF CODE 0      TENURE GROUP 0      AGENCY USE
VETERANS PREF RIF      FEGLI CODE      ANNUITANT INDICATOR
PAY RATE DETER CODE      RETIREMENT PLAN (1) (2)      SCD LEAVE 00 00 00
WORK SCHEDULE      TOUR OF DUTY HOURS .00
POSITION OCCUPIED 0      FLSA      BARGAINING UNIT STATUS 0000
DUTY STATION CD 0000 000
REMARKS CODES
DEPARTMENT CODE      AGENCY CODE      POI 0000      PERS ACTION CODE 0

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF11 = NEXT AGCY HIST      PF8 = PG/DWN      PF12 = PREV AGCY HIST
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

Figure 64.1o. IR222, SF-50B Data Elements Transaction (Screen 1)

```

SSN 000000000 AG      * SF-50B DATA ELEMENTS (CONT) *
SCREEN 000 NAME
                                TRANS HIST 0000
                                TRANS RCD  0000
                                00 00 00
SEX CD      CITIZENSHIP STATUS 0      TYPE OF APPOINTMENT 00
FEHBA COVERAGE 0      VETERANS STATUS      DATE SCD RETIRE 00 00 00
EDUC LEVEL 00      YR DEG/CERT RCVD 00      DATE SCD RIF 00 00 00
INSTRUCTIONAL PROGRAM 000000      DATE SCD WGI 00 00 00
TSP ELIGIBILITY CODE      DATE ENTERED PRESENT GRADE 00 00 00
SPEC EMP CD      SPEC EMP PGM CD      DATE PROBATION PERIOD STARTS 00 00 00
SALARY SHARE CODE .00      DATE SUPR/MGR PROB PERIOD 00 00 00
ANNUITANT SHARE AMT .00      QTRS DEDUCT CODE RATE .00
COOP EMP CNTRL CD 0      COLA/POST DIFF CODE 0
COOP OVERTIME AMT .00      AGENCY USE
COOP HOLIDAY RATE .00      LT 349/PP/YR/EO 00 00 0000
                                LT 063/PP/YR/EO 00 00 0000

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF11 = NEXT AGCY HIST      PF7 = PG/UP      PF12 = PREV AGCY HIST
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

Figure 64.1p. IR222, SF-50B Data Elements Transaction (Screen 2)

### Personnel Supplements Transaction (IR223)

Personnel Supplements Transaction (**Figure 64.1q**) is Pgm. No. 223 on the Transaction History Menu (**Figure 64.1**). This program displays a history of an employee's general personnel data such as education level, performance evaluation data, accession data, etc.

Data displayed on this program was entered through PACT, PRES Program DP123, Education Document, and PRES Program DP120, Multielement Update Document data.

### Residence Address Transaction (IR224)

Residence Address Transaction (**Figure 64.1r**) is Pgm. No. 224 on the Transaction History Menu (**Figure 64.1**). This program displays a history of an employee's residence and check address. Information displayed includes residence, check bank, and check mail address.

Data displayed on this program was entered through PRES Program DP349, Employee Address, and DP096, DD/EFT For Net Pay.

```

SSN 000000000 AG      * PERSONNEL SUPPLEMENTS TRANSACTION *
SCREEN 000 NAME
                                     IR223
                                     TRANS HIST 0000
                                     TRANS RCD 0000
SEPARATION ACCESSION TYPE          0 RECRUITMENT BONUS          .00 PCT .00
CITIZENSHIP CODE                   0 RELOCATION BONUS            .00 PCT .00
SEX CODE                           0 RETENTION ALLOWANCE        .00 PCT .00
EDUCATION LEVEL                     00 SUPERVISORY DIFF RATE     .00 PCT .00
INSTRUCTIONAL PROGRAM              000000 STAFFING DIFF RATE     .00 PCT .00
DEGREE CERTIFICATION RECEIVED      YR 00 FOREIGN LANG ALLOWANCE .00 PCT .00
VETERANS STATUS                    CASH AWARD AMOUNT            .00
PERF PENALTY STATUS                CASH AWARD EFFECTIVE        PP 00 YR 00
DATE PENALTY BEGAN                 00 00 00 PMRS/PPF BONUS AMOUNT      .00
ADJP ELAPS PP COUNTER              000 PMRS/PPF BONUS EFFECTIVE PP 00 YR 00
PROMOTION PLAN CODE                0
ACCESSION                          PP 00 YR 00
WORKING TITLE CODE                 0000
PATCO
PAY PROTECTION FLAG
AGENCY USE

PLEASE ENTER SSNO AND PRESS ENTER
                                PF11 = NEXT AGCY HIST
                                PF1 = SUB MENU          PF5 = HELP
                                PF12 = PREV AGCY HIST
                                ENTER = INQUIRY        CLEAR = EXIT
                                1400

```

**Figure 64.1q. IR223, Personnel Supplements Transaction (Screen 1)**

```

SSN 000000000 AG      * RESIDENCE ADDRESS TRANSACTION *
SCREEN 000 NAME
                                     IR224
                                     TRANS HIST 0000

                                     * RESIDENCE ADDRESS *

PLEASE ENTER SSNO AND PRESS ENTER
                                PF11 = NEXT AGCY HIST
                                PF1 = SUB MENU          PF5 = HELP
                                PF12 = PREV AGCY HIST
                                ENTER = INQUIRY        CLEAR = EXIT
                                1400

```

**Figure 64.1r. IR224, Residence Address Transaction**

## Personnel Transaction History (IR225)

Personnel Transaction History (Figure 64.1s) is Pgm. No. 225 on the Transaction History Menu (Figure 64.1). This program displays a history of personnel actions processed.

Information displayed includes effective date, description, agency, POI, batch number, user-ID, and the pay period and year processed. This program lists all person-

nel actions processed and excludes payroll transactions (such as, state tax, union dues, etc.)

To display the nature of action code literal, place the cursor of the nature of action code and press the [PF2] key. **Note:** Do not use the [PF7] key on this program to page up. The [Enter] key must be used to return to the beginning of the list.

Data displayed on this program was entered through Pact. **Note:** The user-ID displayed in the User-ID field is that of the person who entered the data into the system.

```
SSN 000000000 AG * PERSONNEL TRANSACTION HISTORY * 09/16/96 IR225
SCREEN 000 NAME
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL

  PROCESSED  ----- DOCUMENT -----
  PP  YR  EFF-DATE  NATURE OF ACTION  AGCY  POI  BATCH  USER-ID

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU  PF5 = HELP      PF8 = PG/DOWN  ENTER = INQUIRY  1400
                                           CLEAR = EXIT
```

Figure 64.1s. IR225, Personnel Transaction History

### Detail Assign/Temp Prom Transaction (IR227)

Detail Assign/Temp Prom Transaction (**Figure 64.1t**) is Pgm. No. 227 on the Transaction History Menu (**Figure 64.1**). This program displays an employee's current detailed position data and temporary promotion data.

Data displayed on this program was entered through PACT.

### Retained Grade Transaction (IR228)

Retained Grade Transaction (**Figure 64.1u**) is Pgm. No. 228 on the Transaction History Menu (**Figure 64.1**). This program displays history information pertaining to retained and current positions. Information displayed includes pay plan, grade, occupation series, and the occupation series function code for both retained and current data.

Data displayed on this program was entered through PACT and PMSO.

SSN 000000000 AG				* DETAIL ASSIGN/TEMP PROM TRANSACTION *				IR227	
SCREEN 000 NAME								TRANS HIST 0000	
								TRANS RCD 0000	
DEPT CODE	AGENCY	POI	0000	DEPT CODE	AGENCY	POI	0000		
MR NO		IP NO		MR NO		IP NO			
PAY PLAN		GRADE	00			GRADE	00		
PROMOTION NOT TO EXCEED DATE				DATE DETAILED ASSIGNMENT EXPIRES					
00 00 00				00 00 00					
PLEASE ENTER SSNO AND PRESS ENTER								1400	
PF11 = NEXT AGCY HIST				PF12 = PREV AGCY HIST					
PF1 = SUB MENU				PF5 = HELP				ENTER = INQUIRY CLEAR = EXIT	

**Figure 64.1t. IR227, Detail Assign/Temp Prom Transaction**

SSN 000000000 AG				* RETAINED GRADE TRANSACTION *				IR228	
SCREEN 000 NAME								TRANS HIST 0000	
								TRANS RCD 0000	
* SAVED GRADE *					* FORMER POSITION *				
PAY PLAN		GRADE	00	PAY PLAN		GRADE	00		
OCCUPATIONAL SERIES			0000	OCCUPATIONAL SERIES			0000		
				OCC SERIES FUNCTION CODE				00	
PLEASE ENTER SSNO AND PRESS ENTER								1400	
PF11 = NEXT AGCY HIST				PF12 = PREV AGCY HIST					
PF1 = SUB MENU				PF5 = HELP				ENTER = INQUIRY CLEAR = EXIT	

**Figure 64.1u. IR228, Saved Grade Transaction**

## Awards Transaction (IR242)

Awards Transaction (**Figure 64.1v**) is Pgm. No. 242 on the Transaction History Menu (**Figure 64.1**). This program displays cash award history data.

Data displayed on this program was generated from PACT and PRES.

## Processing Indicators Transaction (IR244)

Processing IndicatorS Transaction (**Figure 64.1w**) is Pgm. No. 244 on the Transaction History Menu (**Figure 64.1**). This program displays a history of various types of system indicators when certain transactions are processed, such as payroll or personnel actions.

Data displayed on this program was generated from entries through PACT, PRES, PMSO, and PC-TARE (or other T&A entry system). Data displayed may also be the result of a BEAR generated action.

```

SSN 000000000 AG      * AWARDS TRANSACTION *
SCREEN 000 NAME
                                           IR242
                                           TRANS HIST 0000
                                           TRANS RCD 0000

CURRENT AWARDS CASE NUMBER

CASH AWARD AMT          .00      EFF PP 00 YR 00
PMRS/PFP BONUS AMT      .00      EFF PP 00 YR 00

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU           PF5 = HELP

                                           1400
PF12 = PREV AGCY HIST
ENTER = INQUIRY          CLEAR = EXIT
  
```

Figure 64.1v. IR242, Awards Transaction

```

SSN 000000000 AG      * PROCESSING INDICATORS TRANSACTION *
SCREEN 000 NAME
                                           IR244
                                           TRANS HIST 0000
                                           TRANS RCD 0000

SPLIT TA REQUIRED IND      EMPLOYEE CEILING IND 0
FLEXFACTOR PARTICIPANT CD  POSITION STATUS BUDGET
EMPLOYEE TRANSFER IND     FERS COVERAGE IND
USDA DEMO PROJECT IND

SALARY USE

PERSONNEL USE

PLEASE ENTER SSNO AND PRESS ENTER
PF11 = NEXT AGCY HIST
PF1 = SUB MENU           PF5 = HELP

                                           1400
PF12 = PREV AGCY HIST
ENTER = INQUIRY          CLEAR = EXIT
  
```

Figure 64.1w. IR244, Processing Indicators Transaction

## Restricted Data Menu

The Restricted Data Menu (Figure 64.1x) is Option 300 on the IRIS Main Menu (Figure 6). This option consists of 1 screen and provides a menu of 14 programs that are used to view current and historical sensitive personnel data.

Below is a brief description of each program:

**301. Handicap/RNO Data Elements.** Displays an employee's handicap and race/national origin information.

**302. PERHIS Handicap/RNO Data Elements.** Displays sensitive history data regarding handicap and race/national origin information.

**303. WGI Information.** Displays an employee's within-grade increase information.

**304. Performance Evaluation Data.** Displays an employee's performance evaluation information. Senior Executive Service (SES) employees' performance records are not displayed in this program. See IR313 for SES performance appraisal data.

**305. PERHIS Performance Evaluation Data.** Displays sensitive history data regarding an employee's performance evaluation. SES employees' performance records are not displayed in this program. See IR314 for SES performance appraisal data.

**306. Child Support & Alimony.** Displays an employee's child support and alimony information.

**307. PACS Child Support & Alimony.** This program is not available at this time.

**308. Union/Association Dues.** Displays an employee's union/association dues data.

**309. Union/Association Dues Transactions.** Displays an employee's union/association dues transactions data.

**310. PACS Union/Association Dues.** This program is not available at this time.

**311. PERHIS Union/Association Dues.** Displays sensitive history data regarding an employee's union/association dues.

**312. Investigation Data.** Displays sensitive investigation data.

**313. SES Performance Data.** Displays an SES employee's performance evaluation data.

**314. PERHIS SES Performance Data.** Displays sensitive history data regarding a senior executive employee's performance data.

To select an option from the Restricted Data Menu, follow one of the methods below:

- Key in the social security number (SSN), the agency code (optional), the screen number and press [Enter]. The program selected is displayed with the employee's data.

or

- Key in the screen number in the Screen field and press [Enter]. A screen with no data is displayed. Enter the social security number and agency code (optional) and press [Enter]. The program selected is displayed with the employee's data.

RESTRICTED DATA MENU		IR300
SSN 000000000	SCREEN 000	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">* CURRENT DATA MENU *</p> <p>301 HANDICAP/RNO DATA ELEMENTS</p> <p>303 WGI INFORMATION</p> <p>304 PERFORMANCE EVALUATION DATA</p> <p>306 CHILD SUPPORT &amp; ALIMONY</p> <p>308 UNION/ASSOCIATION DUES</p> <p>312 INVESTIGATION DATA</p> <p>313 SES PERFORMANCE DATA</p> </div> <div style="width: 45%;"> <p style="text-align: center;">* PERSONNEL HISTORY MENU *</p> <p>302 PERHIS HANDICAP/RNO DATA</p> <p>305 PERHIS PERFORMANCE EVALUATION DATA</p> <p>311 PERHIS UNION/ASSOCIATION DUES</p> <p>314 PERHIS SES PERFORMANCE DATA</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">* TRANSACTION HISTORY MENU *</p> <p>309 UNION/ASSOCIATION DUES TRANSACTIONS</p> </div> <div style="width: 45%;"> <p style="text-align: center;">* PAYROLL DATA MENU *</p> <p>&gt;&gt; CURRENTLY UNAVAILABLE &lt;&lt;</p> <p>307 PACS CHILD SUPPORT &amp; ALIMONY</p> <p>310 PACS UNION/ASSOCIATION DUES</p> </div> </div>		
<p>ENTER SCREEN NUMBER (SSNO/AGENCY OPTIONAL) AND PRESS ENTER</p> <p>PF1 = MAIN MENU                      PF5 = HELP                      ENTER = TRANSFER                      CLEAR = EXIT</p>		

**Figure 64.1x. Restricted Data Menu**



There are 4 personnel history programs available in this menu. Each of these programs displays the data elements, PERHIS Rcd and/or Record.

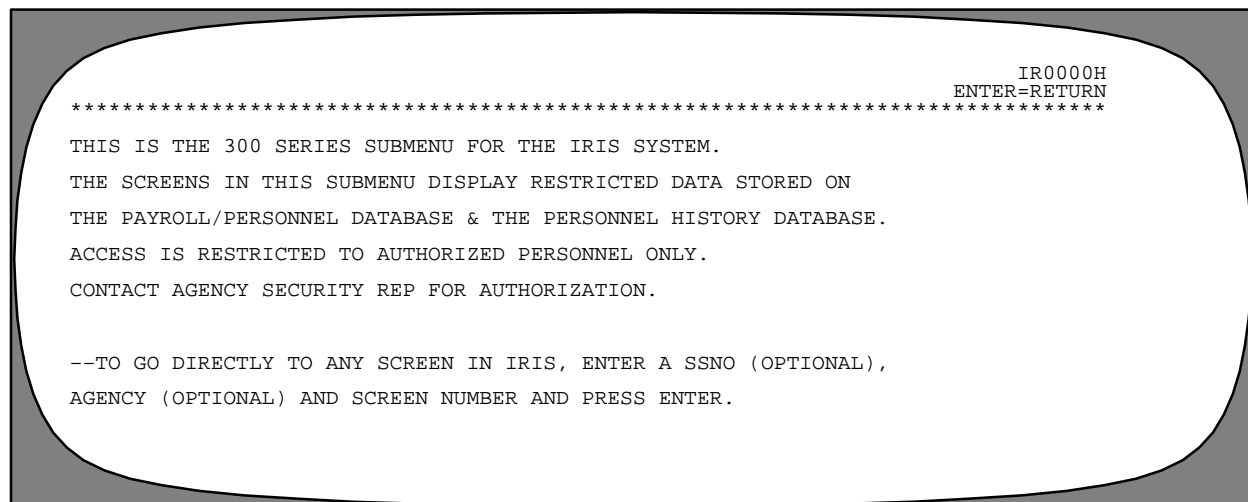
The PERHIS Rcd is the data element used to display a counter identifying personnel history employee records. A new personnel history employee record is added to the data base when an accession is processed or a change is made in the organizational structure code (any of the 8 levels), personnel office identifier number, or servicing agency.

A Record is the data element used to display a counter indicating the occurrence of that record within a particular personnel history employee record on the data base.

Help screens are available to provide definitions for both of these data elements on each program where applicable.

Instructions follow for viewing programs on the Restricted Data Menu.

There is a help screen available for the Restricted Data Menu program (**Figure 64.2**). To access the help screens, press [PF5] on the SSN, Agency, or Screen field of the Restricted Data Menu. This help screen provides information on the 300 series submenu and gives instructions for accessing any screen in IRIS.



**Figure 64.2. Restricted Data Menu Help Screen**

Handicap/RNO Data (IR301)

Handicap/RNO Data (Figure 64.2a) is Program No. 301 on the Restricted Data Menu (Figure 64.1x). This program displays data regarding handicap and race/national origin information.

PERHIS Handicap/RNO Data (IR302)

PERHIS Handicap/RNO Data (Figure 64.3) is Program No. 302 on the Restricted Data Menu (Figure 64.1x). This program displays sensitive history data regarding handicap and race/national origin information.

SSN 000000000 AG \* HANDICAP/RNO DATA \* IR301  
SCREEN 000 NAME

PHYSICAL HANDICAP CODE 00

RNO CODE

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY 1400  
CLEAR = EXIT

Figure 64.2a. IR301, Handicap/RNO Data

SSN 000000000 AG \* PERHIS HANDICAP/RNO DATA \* IR302  
SCREEN 000 NAME PERHIS RCD. 0000

PHYSICAL HANDICAP CODE 00

RNO CODE

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY 1400  
CLEAR = EXI

Figure 64.3. IR302, PERHIS Handicap/RNO Data

### WGI Information (IR303)

WGI Information (**Figure 64.3a**) is Program No. 303 on the Restricted Data Menu (**Figure 64.1x**). This program displays an employee's within-grade increase information.

### Performance Evaluation Data (IR304)

Performance Evaluation Data (**Figure 64.3b**) is Program No. 304 on the Restricted Data Menu (**Figure 64.1x**). This program displays 4 occurrences of an employee's performance evaluation information. SES employees' performance records are not displayed in this program. (See IR313 for SES performance appraisal data.)

```

SSN 000000000 AG          * WGI INFORMATION *                      IR303
SCREEN 000 NAME

PAY PLAN          GRADE 00 STEP 00          WORK SCHEDULE
WGI SCD DATE      00 00 00          DATE WGI PROJECTED EFF      00 00 00
WGI DUE           0          WGI DENIED
WGI NOTIFICATION GIVEN          PAY PERIOD NOTIFICATION GIVEN      00
CRITICAL ELEMENT CODE          0          PERF EVAL ANNIVERSARY DATE 00 00 00

          * COUNTERS SINCE LAST WGI *

          INT DAYS WKD LAST WGI          0
          INT ELAPSED CAL DAYS WGI          0
          LWOP SINCE LAST WGI          .00
          AWOL SINCE LAST WGI          .00
          SUSP SINCE LAST WGI          .00

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT

```

Figure 64.3a. IR303, WGI Information

```

SSN 000000000 AG          * PERFORMANCE EVALUATION DATA *          06/19/00 IR304
SCREEN 000 NAME

          PMRS NONRATING OF RECORD PP 00 YR 00

          YEAR = 00          YEAR = 00

PERF EVAL ANNIVERSARY DATE 00 00 00          PERF EVAL ANNIVERSARY DATE 00 00 00
PATTERN/LEVEL          SUMMARY RATING SCORE          000          PATTERN/LEVEL          SUMMARY RATING SCORE          000
PROCESSED PAY PERIOD          00 YR 00          PROCESSED PAY PERIOD          00 YR 00
AGENCY-USE          AGENCY-USE

          YEAR = 00          YEAR = 00

PERF EVAL ANNIVERSARY DATE 00 00 00          PERF EVAL ANNIVERSARY DATE 00 00 00
PATTERN/LEVEL          SUMMARY RATING SCORE          000          PATTERN/LEVEL          SUMMARY RATING SCORE          000
PROCESSED PAY PERIOD          00 YR 00          PROCESSED PAY PERIOD          00 YR 00
AGENCY-USE          AGENCY-USE

PLEASE ENTER SSNO AND PRESS ENTER          1400
PF1 = SUB MENU          PF5 = HELP          ENTER = INQUIRY          CLEAR = EXIT

```

Figure 64.3b. IR304, Performance Evaluation Data

### PERHIS Performance Evaluation Data (IR305)

PERHIS Performance Evaluation Data (**Figure 64.4**) is Program No. 305 on the Restricted Data Menu (**Figure 64.1x**). This program displays sensitive history data regarding an employee's performance evaluation. (SES employees' performance records are not displayed in this program. See IR314 for SES performance appraisal data.)

### Child Support & Alimony (IR306)

Child Support & Alimony (**Figure 64.4a**) is Program No. 306 on the Restricted Data Menu (**Figure 64.1x**). This program displays sensitive child support and alimony information. Press [PF2] to display the financial institution address.

```

SSN  SSN 0000  AG 00  * PERHIS PERFORMANCE EVALUATION DATA * 06/19/00  IR305
SCREEN 000 NAME                                PERHIS RCD. 0000

                                RECORD 0000

                                PERF EVALUATION ANNIVERSARY DATE 00 00 00
                                DATE PROCESSED PAY PERIOD BEGINS 00 00 00
                                PERFORMANCE EVALUATION RATING

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU    PF5 = HELP    PF12 = PREV    ENTER = INQUIRY    1400
                                                    CLEAR = EXIT
  
```

**Figure 64.4. IR305, PERHIS Performance Evaluation Data**

```

SSN 000000000  AG S    * CHILD SUPPORT & ALIMONY *          06/19/00  IR306
SCREEN SN NAME                                RECORD 0000

CASE NUMBER                0000                * RECIPIENT ADDRESS *
START DATE                00 00 00
TRANSACTION CODE          0
COURT CASE NUMBER

TYPE DISBURSEMENT                0

TYPE ACCOUNT                000000000
ROUTING NO
BANK ACCT NO

* ARREARS DATA *
INDICATOR CODE                0

TOTAL AMOUNT                .00
AMOUNT PP                    .00
AMOUNT NTE PER PP            .00
PERCENT PER PP                .00

* COURT COST DATA *
INDICATOR CODE                0
TOTAL AMOUNT                .00
AMOUNT PER PP                .00

* DEDUCTION DATA *
INDICATOR CODE                0
AMOUNT PER PP                .00
AMOUNT NTE PER PP            .00
MAXIMUM PERCENTAGE            .00
PERCENT PER PP                .00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU    PF5 = HELP    ENTER = INQUIRY    1400
                                                    CLEAR = EXIT
  
```

**Figure 64.4a. IR306, Child Support & Alimony**

### Union/Association Dues (IR308)

Union Association Dues (Figure 64.4b) is Program No. 308 on the Restricted Data Menu (Figure 64.1x). This program displays sensitive union/association dues information. To forward the programs to a new record, press [Enter]. To return to a previous record, press [PF12].

Program No. 309 on the Restricted Data Menu (Figure 64.1x). This program displays sensitive data regarding adjustments made for union/association dues.

### Union/Association Dues Transactions (IR309)

Union Association Dues Transactions (Figure 64.4c) is

To display additional agency transaction history records, press [PF11]. The first record of the next agency transaction record is displayed. To return to the previous agency transaction history record, press [PF12]. The first record of the previous agency transaction history record is displayed.

SSN 000000000 AG \* UNION/ASSOCIATION DUES \* IR308  
SCREEN 000 NAME

RECORD 0000

TRANSACTION CODE 00

DUES CODE  
AUTHORITY DATE 00 00 00  
DEDUCTION IND CODE 0  
AMOUNT PER PAY PERIOD .00  
MINIMUM DEDUCTION AMT .00  
PERCENT DEDUCTION .00000  
UNION/LOCAL CODE 00 0000  
ADDRESS:

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY 1400  
CLEAR = EXIT

Figure 64.4b. IR308, Union/Association Dues

SSN 000000000 AG \* UNION/ASSOCIATION DUES TRANSACTION \* IR309  
SCREEN 000 NAME TRANS HIST 0000  
TRANS RCD 0000

RECORD 0000

TRANSACTION CODE 00

AUTHORITY DATE 00 00 00  
DEDUCTION IND CODE 0  
AMOUNT PER PAY PERIOD .00  
MINIMUM DEDUCTION AMT .00  
PERCENT DEDUCTION .00000  
UNION/LOCAL CODE 00 0000  
ADDRESS:

PLEASE ENTER SSNO AND PRESS ENTER  
PF11 = NEXT AGCY HIST 1400  
PF1 = SUB MENU PF5 = HELP PF12 = PREV AGCY HIST  
ENTER = INQUIRY CLEAR = EXIT

Figure 64.4c. IR309, Union/Association Dues Transactions

### PERHIS Union/Association Dues (IR311)

PERHIS Union/Association Dues (**Figure 64.5**) is Program No. 311 on the Restricted Data Menu (**Figure 64.1x**). This program displays sensitive history data regarding an employee's union/association dues. To forward the programs to a new record, press [Enter]. To return to a previous record, press [PF12].

### Investigation Data (IR312)

Investigation Data (**Figure 64.5a**) is Program No. 312 on the Restricted Data Menu. (**Figure 64.1x**). This program displays sensitive investigation data.

SSN 000000000 AG \* PERHIS UNION/ASSOCIATION DUES \* IR311  
SCREEN 000 NAME PERHIS RCD. 0000

TRANSACTION CODE 00  
AUTHORITY DATE 00 00 00  
ACTION EFF DATE 00 00 00  
PROC PP BEGINS 00 00 00  
UNION/LOCAL CODE 00 0000  
ADDRESS:

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY 1400  
CLEAR = EXIT

**Figure 64.5. IR311, PERHIS Union/Association Dues**

SSN AG \* INVESTIGATION DATA \* IR312  
SCREEN NAME

TYPE OF INVESTIGATION  
DATE OF INVESTIGATION 00 00 00  
DATE REINVESTIGATION REQUIRED 00 00 00  
POSITION TITLE  
PAYPLAN/SERIES/GRADE/STEP 0000 00 00  
POSTION SENSITIVITY CODE

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY 1400  
CLEAR = EXIT

**Figure 64.5a. IR312, Investigation Data.**

### SES Performance Data (IR313)

SES Performance Data (Figure 64.5b) is Program No. 313 on the Restricted Data Menu.(Figure 64.1x). This program displays 5 occurrences of sensitive data regarding a senior executive employee's performance evaluation.

### PERHIS SES Performance Data (IR314)

PERHIS SES Performance Data (Figure 64.6) is Program No. 314 on the Restricted Data Menu (Figure 64.1x). This program displays sensitive history data regarding a senior executive employee's performance evaluation.

```

SSN  SSN 0000  AG 00      * SES PERFORMANCE DATA *      06/19/00  IR313
SCREEN 000 NAME

      YEAR = 00              YEAR = 00              YEAR = 00

ANNIV DATE      00 00 00  ANNIV DATE      00 00 00  ANNIV DATE      00 00 00
RETAIN IN SR EXEC  RETAIN IN SR EXEC  RETAIN IN SR EXEC
TYPE RANK AWARD    TYPE RANK AWARD    TYPE RANK AWARD

PERF RATING SCALE  PERF RATING SCALE  PERF RATING SCALE
PAY LEVEL ADJUSTMENT  PAY LEVEL ADJUSTMENT  PAY LEVEL ADJUSTMENT
BONUS GRANTED      .00      BONUS GRANTED      .00      BONUS GRANTED      .00

      YEAR = 00              YEAR = 00              YEAR = 00

ANNIV DATE      00 00 00  ANNIV DATE      00 00 00  ANNIV DATE      00 00 00
RETAIN IN SR EXEC  RETAIN IN SR EXEC  RETAIN IN SR EXEC
TYPE RANK AWARD    TYPE RANK AWARD    TYPE RANK AWARD

PERF RATING SCALE  PERF RATING SCALE  PERF RATING SCALE
PAY LEVEL ADJUSTMENT  PAY LEVEL ADJUSTMENT  PAY LEVEL ADJUSTMENT
BONUS GRANTED      .00      BONUS GRANTED      .00      BONUS GRANTED      .00

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT
  
```

Figure 64.5b. IR313, SES Performance Data

```

SSN  0000000000 AG      * PERHIS SES PERFORMANCE DATA *      IR314
SCREEN 000 NAME      PERHIS RCD. 0000

      RECORD 0000  YR 00

      PERF EVALUATION ANNIVERSARY      00 00 00
      PROCESSED PAY PERIOD BEGINS      00 00 00
      SES PERFORMANCE SCALE
      SES PERFORMANCE BONUS      .00
      SES APPRAISAL YEAR      00

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      PF12 = PREV      ENTER = INQUIRY      CLEAR = EXIT
  
```

Figure 64.6. IR314, PERHIS SES Performance Data

## Personnel History Menu

The Personnel History Menu (**Figure 64.7**) is Option 500 on the IRIS Main Menu (**Figure 64.1**). This option consists of 1 screen and provides a menu of 18 programs that are used to view personnel history data.

This submenu is used to view salary and personnel history data obtained from the Personnel History Information System Data Base. Five years of history and 1 year of current data is maintained.

Personnel History Menu programs are numbered to correspond with the programs in the Current Data Menu. For example, Program 101, Salary Data, in the Current Data Menu corresponds with Program 501, Salary Data, in the Personnel History Menu.

Below is a brief description of each program:

**501. Salary Data.** Displays an employee's position related history information and salary record and associated personnel history records.

**502. Dates & Sal/Pers Data.** Displays general personnel and salary history data.

**515. Health Benefits.** Displays Federal and non Federal health benefits history data.

**516. Life Insurance.** Displays Federal and non Federal life insurance history data.

**517. Retirement Data.** Displays retirement history data for Civil Service Retirement, Federal Employees Retirement System, and others.

**518. Thrift Savings Data.** Displays Thrift Savings Plan history data.

**519. Thrift Savings Plan Funds.** Displays Federal and Non Federal Thrift Savings Plan fund data history.

**522. SF-50B Data Elements.** Displays personnel history data reported to the Office of Personnel Management on the SF-50B, Notification of Personnel Action.

**523. Personnel Supplements.** Displays general personnel history data.

**524. Address/Check Information.** Displays the employee's residence address and check distribution history information.

**525. Personnel Actions Summary.** Displays a listing of personnel actions processed in the last six years.

**527. Detail Assign/Temporary Promotion.** Displays detailed position and temporary promotion history data.

**528. Retained Grade Data.** Displays save grade history data.

**530. Education and Certificate.** Displays additional educational level and certification history information.

**532. Separation Information.** Displays employee separation information.

```

PERSONNEL HISTORY MENU                                12/20/95  IR500
SSN 000000000  AGENCY  SCREEN 000

501  SALARY DATA                                524  ADDRESS/CHECK INFORMATION
502  DATES & MISC SAL/PERS DATA                525  PERSONNEL ACTIONS SUMMARY
515  HEALTH BENEFITS                           527  DETAIL ASSIGN/TEMPORARY PROMOTION
516  LIFE INSURANCE                           528  RETAINED GRADE DATA
517  RETIREMENT DATA                         530  EDUCATION AND CERTIFICATE
518  THRIFT SAVINGS DATA                     532  SEPARATION INFORMATION
519  THRIFT SAVINGS PLAN FUNDS                542  AWARDS
522  SF-50B DATA ELEMENTS                    543  TIME OFF AWARD DATA
523  PERSONNEL SUPPLEMENTS                    547  SERVICE RECORD

* * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *
* * * EXCEPT IR547 SCREEN * * *

ENTER SCREEN NUMBER (SSNO/AGENCY OPTIONAL) AND PRESS ENTER
PF1 = MAIN MENU          PF5 = HELP          ENTER = TRANSFER          CLEAR = EXIT

```

**Figure 64.7. Personnel History Menu**



**542. Awards.** Displays cash award history data.

**543. Time Off Award Data.** Displays time off award history data.

**547. Service Record.** Displays all personnel actions and certain payroll documents processed for an employee for the last 6 years.

To select an option from the Personnel History Menu, follow one of the methods below:

- Key in the social security number (SSN), the agency code (optional), the screen number and press [Enter]. The program selected is displayed with the employee's data.

or

- Key in the screen number in the Screen field and press [Enter]. A screen with no data is displayed. Enter the social security number and agency code (optional) and press [Enter]. The program selected is displayed with the employee's data.

Each program in the Personnel History Menu displays the data elements, PERHIS Rcd and Record.

The PERHIS Rcd is the data element used to display a counter identifying personnel history employee records. A new personnel history employee record is added to the data base when an accession is processed or a change is made in the organizational structure code (any of the 8 levels), personnel office identifier number, or servicing agency.

A Record is the data element used to display a counter indicating the occurrence of that record within a particular personnel history employee record on the data base.

Help screens are available to provide definitions for both of these data elements on each program where applicable.

Instructions follow for viewing programs on the Personnel History Menu.

There is a help screen available for the Personnel History Menu (**Figure 64.8**). To access the help screen, press [PF5] on the SSN, Agency, or Screen field of the Personnel History Menu. This help screen provides information on the 500 series submenu and gives instructions for accessing any screen in IRIS.

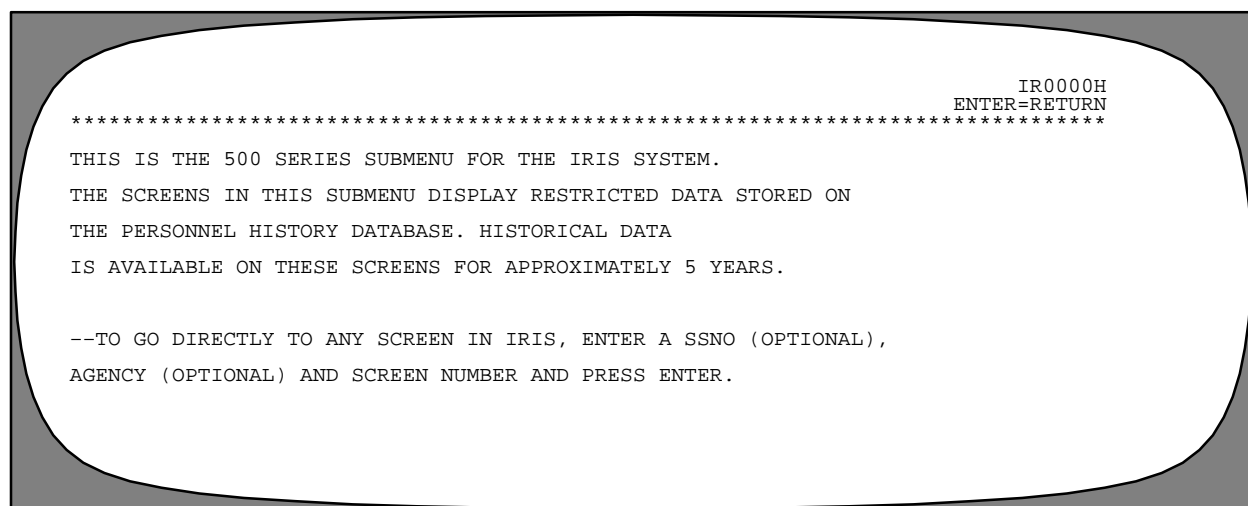


Figure 64.8. Personnel History Menu Help Screen

### PERHIS Salary Data (IR501)

PERHIS Salary Data (Figure 64.9) is Pgm. No. 501 on the Personnel History Menu (Figure 64.7). This program

displays an employee's salary record history and personnel records associated with it.

```
SSN 000000000 AG          * PERHIS SALARY DATA *          XX/XX/XX IR501
SCREEN 000 NAME          PERHIS RCD. 0000
YR EFF. 0000

                                RECORD 0000
DEPARTMENT CODE          POI 0000      ADJUSTED SALARY          .00
ORG STRUCTURE CODE      PF2 = ORG NAME  SCHEDULED SALARY        .00
                                00 00 0000 00 00 00 00  GEOGRAPHIC ADJ RATE      .00
POSITION TITLE          LOCALITY TABLE CODE
                                GEOGRAPHIC ADJ PERCENT      .0000
POSITION TITLE CODE      PAY RATE DETERMINANT CODE
PAY PLAN/GRADE/STEP      PAY TABLE CODE
MR/IP NUMBER            LEO INDICATOR
OCC SERIES/FUNCTION CODE 0000 00      FAIR LABOR STANDARDS CODE
DUTY STATION            CODE 0000 000  FEGLI COVERAGE CODE
CITY/ST                RETIREMENT COVERAGE CODE
COUNTY                FREQUENCY PAID CODE          0
ACCT STATION CD          0000      EARNINGS LIMITATION CODE
PERS ACTION EFFECTIVE    00 00 00      NOA 1ST 000
PERS AUTH DATE          00 00 00      NOA 2ND 000
                                PMSA CODE          CMSA CODE

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU    PF5 = HELP    PF12 = PREV    ENTER = INQUIRY    1400
                                CLEAR = EXIT
```

Figure 64.9. IR501, PERHIS Salary Data

## PERHIS Dates & Misc Sal/Pers Data (IR502)

PERHIS Dates and Misc Sal/Pers Data (Figure 64.10) is Pgm. No. 502 on the Personnel History Menu (Figure 64.7). This program displays general salary history data and associated dates for an employee.

This program contains 2 screens per record. To view the data displayed on Screen 2 for a specific record (Figure 64.11), press [PF8]. To return to the previous screen, press [PF7]. To forward the program to a new record, press [Enter]. To return to a previous record, press [PF12].

```

SSN 000000000 AG      * PERHIS DATES & MISC SAL/PERS DATA *   XX/XX/XX IR502
SCREEN 000 NAME        PERHIS RCD. 0000
YR EFF. 0000

RECORD 0000
ENTERED PRESENT GRADE    00 00 00    TYPE OF APPOINTMENT CODE        00
SCD WGI                  00 00 00    WORK SCHEDULE                     00
DATE SCD RETIRE          00 00 00    TOUR OF DUTY HOURS              .00
DATE SCD RIF             00 00 00    SEASONAL STATUS QUO             0
DATE SCD LEAVE           00 00 00    SPECIAL EMPLOYEE CODE          00
DATE 6C RETIRE           00 00 00    CURRENT EMPLOYMENT STATUS       0
SERVICE AGREE EXPIRE    00 00 00    SPECIAL EMPLOYMENT PROGRAMS CD  0000
DATE LONGEVITY           00 00 00    BARGAINING UNIT STATUS          0
LONGEVITY PERCENT        00 00 00    POSITION SUPERVISORY CODE       0
APPOINTMENT DATE         00 00 00    UNIFORM SERVICE STATUS          0000
DATE AGENCY EOD          00 00 00    EMPLOYEE TYPE                   0
DATE ENTERED POI         00 00 00    PROFESSIONAL CATEGORY           0
CAREER PERM TEN STARTS   00 00 00    QUARTER DED CODE 0 RATE        .00
                                POSITION SENSITIVITY CODE         00

PLEASE ENTER SSNO AND PRESS ENTER                                1400
PF8 = PG/DWN                                                    PF12 = PREV
PF1 = SUB MENU          PF5 = HELP                                ENTER = INQUIRY    CLEAR = EXIT

```

Figure 64.10. IR502, PERHIS Dates & Misc Sal/Pers Data (Screen 1)

```

SSN 000000000 AG      *PERHIS DATES & MISC SAL/PERS DATA (CONT)* XX/XX/XX IR5021
SCREEN 000 NAME        PERHIS RCD. 0000
YR EFF. 0000

RECORD 0000
SF50 NTE DATE           00 00 00    SSNO-OLD                        000000000
SUPV MGMR PROBATION BEGIN 00 00 00    CORRECTION PAY PERIOD NUMBER    00
PROBATION PERIOD STARTS   00 00 00    AUO/AP STANDBY PERCENT         000
NON PAY NTE              00 00 00    ANNUITANT INDICATOR            0
PROMOTION NTE            00 00 00    SALARY SHARE CODE              0
APPOINTMENT NTE          00 00 00    COOP EMPLOYEE CONTROL CODE     0
APPOINTMENT LIMITATION CODE 00 00 00    COOP SHARE AMOUNT              .00
SERVICE YEAR START DATE  00 00 00    COOP RT OVERTIME 00.00 HOLIDAY 00.00
APPOINTMENT HOURS        DAYS    DOLLAR    POSITION STATUS BUDGET
TOTAL                    .00    000      .00    LEAVE EARNING STATUS PAY PERIOD
BALANCE                  .00    000      .00    COLA PERCENT                    0000
WAGE BOARD AREA CODE     00 00 00    COMPETITIVE LEVEL CODE
WB SHIFT 2 00.00 3 00.00 VAR 00.00    ANNUITANT SHARE AMOUNT         .00
ENVIRONMENTAL DIFFERENTIAL RATE 00.00    PAY RAISE STALE ACTION SALARY  .00
                                PAY RAISE VERIFY SALARY        .00

PLEASE ENTER SSNO AND PRESS ENTER                                1400
PF7 = PG/UP                                                    PF12 = PREV
PF1 = SUB MENU          PF5 = HELP                                ENTER = INQUIRY    CLEAR = EXIT

```

Figure 64.11. IR502, PERHIS Dates & Misc Sal/Pers Data (Screen 2)

### PERHIS Health Benefits (IR515)

PERHIS Health Benefits (**Figure 64.12**) is Pgm. No. 515 on the Personnel History Menu (**Figure 64.7**). This program displays Federal and non-Federal health benefits history data. Information displayed includes data such as plan name, enrollment, coverage, change codes, etc. The Record Number field is a counter for multiple records. Press [Enter] to display additional health benefits records.

### PERHIS Life Insurance (IR516)

PERHIS Life Insurance (**Figure 64.13**) is Pgm. No. 516 on the Personnel History Menu (**Figure 64.7**). This program displays Federal and non-Federal life insurance history data. Information displayed includes data such as coverage and plan codes, effective date, coverage amount, etc. The Record Number field is a counter for multiple records. Press [Enter] to display additional life insurance records.

SSN 000000000 AG \* PERHIS HEALTH BENEFITS \* XX/XX/XX IR515  
SCREEN 000 NAME PERHIS RCD. 0000

RECORD 0000

ENROLLMENT CODE 0  
COVERAGE CODE PART TIME FEHB COVERAGE 0  
BENEFIT TYPE 0 DATE PROCESS PP BEGINS 00 00 00  
DATE EFFECTIVE 00 00 00 USER ID

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY 1400  
CLEAR = EXIT

Figure 64.12. IR515, PERHIS Health Benefits

SSN 000000000 AG \* PERHIS LIFE INSURANCE \* XX/XX/XX IR516  
SCREEN 000 NAME PERHIS RCD. 0000

RECORD 0000

COVERAGE CODE  
BASIC COVERAGE AMOUNT 0000

PLEASE ENTER SSNO AND PRESS ENTER  
PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY 1400  
CLEAR = EXIT

Figure 64.13. IR516, PERHIS Life Insurance

### PERHIS Retirement Data (IR517)

PERHIS Retirement Data (Figure 64.14) is Pgm. No. 517 on the Personnel History Menu (Figure 64.7). This program displays retirement history data for the Civil Service Retirement System, the Federal Employees Retirement System, and other retirement systems. Information displayed includes data such as coverage and plan codes, effective dates, benefits and deduction types, etc. The Record Number field is a counter for multiple records. Press [Enter] to display additional retirement records.

### PERHIS Thrift Savings Data (IR518)

PERHIS Thrift Savings Data (Figure 64.15) is Pgm. No. 518 on the Personnel History Menu (Figure 64.7). This program displays an employee's Thrift Savings Plan history data. Information displayed includes eligibility date and code, uncapped salary for TSP, TSP service computation date, and detailed information about the Thrift Savings Record. The Thrift Savings Record field is a counter for multiple records. Press [Enter] to display additional thrift savings data records.

```
SSN 000000000  AG      * PERHIS RETIREMENT DATA *      XX/XX/XX  IR517
SCREEN 000 NAME                                PERHIS RCD. 0000

                                RETIREMENT RECORD 0000

                                RETIREMENT COVERAGE CODE
                                CREDITABLE MILITARY SERV      0000
                                CSRS COVERAGE AT APPT
                                FROZEN CSRS SERVICE            0000
                                FERS COVERAGE IND
                                DATE RETIRED FROM MILITARY      00 00 00

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      PF12 = PREV      ENTER = INQUIRY      CLEAR = EXIT
```

Figure 64.14. IR517, PERHIS Retirement Data

```
SSN 000000000  AG      * PERHIS THRIFT SAVINGS DATA *      XX/XX/XX  IR518
SCREEN 000 NAME                                PERHIS RCD. 0000

                                THRIFT SAVINGS RECORD 0000

                                **
                                TSP SCD      00 00 00      TSP STATUS DATE      00 00 00
                                EFF DATE OF ACTION      00 00 00      NON DEFERRED DED FACTOR      .0000
                                PLAN CODE      DEFERRED DEDUCTION FACTOR      .0000
                                STATUS CODE      DATE PROCESSED PP BEGINS      00 00 00
                                COVERAGE CODE      ACTION CODE      0
                                BENEFIT TYPE      0

PLEASE ENTER SSNO AND PRESS ENTER      1400
PF1 = SUB MENU      PF5 = HELP      PF12 = PREV      ENTER = INQUIRY      CLEAR = EXIT
```

Figure 64.15. IR518, PERHIS Thrift Savings Data

**PERHIS Thrift Savings Plan Funds  
(IR519)**

PERHIS Thrift Savings Plan Funds (**Figure 64.16**) is  
Pgm. No. 519 on the Personnel History Menu (**Figure**

**64.16**). This program displays Thrift Savings Plan funds  
history data. Information displayed includes rates and  
amounts of deduction and distribution and government  
distribution rates.

SSN 000000000 AG      \* PERHIS THRIFT SAVINGS PLAN FUNDS \*      XX/XX/XX IR519  
SCREEN 000 NAME      PERHIS RCD. 0000

SAVINGS PLAN RECORD 0000

CHANGE STATUS CODE	EFF DATE OF STATUS CHANGE	00 00 00
PERCENT OF DEDUCTION RATE OF DISTRIBUTION      00	G .00	F .00
DOLLAR AMT OF DEDUCTION AMOUNT OF DISTRIBUTION      000	.00	C .00

PLEASE ENTER SSNO AND PRESS ENTER      1400  
PF1 = SUB MENU      PF5 = HELP      PF12 = PREV      ENTER = INQUIRY      CLEAR = EXIT

**Figure 64.16. IR519, PERHIS Thrift Savings Plan Funds**

## PERHIS SF-50B Data Elements (IR522)

PERHIS SF-50B Data Elements (Figure 64.17) is Pgm. No. 522 on the Personnel History Menu (Figure 64.7). This program displays an employee's personnel history data as recorded on the SF-50B. To display the organizational structure code name, position the cursor on the

Org Structure Code data element on Screen 1 and press [PF2].

This program contains two screens per record. To view data displayed on Screen 2 of a record (Figure 64.18), press [PF8]. To return to the previous screen, press [PF7]. To display a new record, press [Enter]. To display a previous record, press [PF12].

```

SSN 000000000 AG      * PERHIS SF-50B DATA ELEMENTS *      06/19/00
SCREEN 000 NAME                                PERHIS RCD. 0000
YR EFF. 0000                                RECORD 0000
DATE OF BIRTH      00 00 00                PERS ACTN EFF      00 00 00
NAT ACT 1ST 3 POS      000                NAT ACT 2ND 3 POS      000
NAT ACT AUTH 1ST                NAT ACT AUTH 2ND
APPOINT NTE      00 00 00 PROM NTE      00 00 00 NON PAY NTE      00 00 00
POSITION TITLE
WORKING TITLE
PAY-PLAN      OCC SERIES 0000 GRADE 00 STEP 00
SALARY RATE CODE      TOTAL SALARY .00 SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE .00 ADJ SALARY .00 OTHER PAY .00
ORG STRUCTURE CODE      00 00 0000 00 00 00 00 (PF2 = ORG-NAME)
VETERANS PREF CODE      0 TENURE GROUP 0 AGENCY USE
VETERANS PREF RIF      FEGLI CODE ANNUITANT INDICATOR
PAY RATE DETER CODE      RETIREMENT PLAN (1) SCD LEAVE 00 00 00
WORK SCHEDULE      TOUR OF DUTY HOURS 00.00
POSITION OCCUPIED      0 FLSA BARGAINING UNIT STATUS 0000
DUTY STA CD 0000 000 NAME
REMARKS CODES
DEPARTMENT CODE      AGENCY CODE      POI 0000 AUTHENTICATION DATE 00 00 00
PLEASE ENTER SSNO AND PRESS ENTER      PERS ACTION CODE 0
PF8 = PG/DWN      PF12 = PREV      1400
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

Figure 64.17. IR522, PERHIS SF-50b Data Elements (Screen 1)

```

SSN 000000000 AG      PERSHIS SF-50B DATA ELEMENTS (CONT)      XX/XX/XX IR5221
SCREEN 000 NAME                                PERHIS RCD. 0000
YR EFF. 0000                                RECORD 0000
SEX CD      CITIZENSHIP STATUS 0      TYPE OF APPOINTMENT 00
FEHBA COVERAGE 0 VETERANS STATUS      DATE SCD RETIRE 00 00 00
EDUC LEVEL 00 YR DEG/CERT RCVD 00      DATE SCD RIF 00 00 00
INSTRUCTIONAL PROGRAM 000000      DATE 6C RETIRE 00 00 00
TSP ELIGIBILITY CODE      DATE SCD TSP 00 00 00
UNIFORM SERVICE STATUS      DATE SCD WGI 00 00 00
DATE RETIRED MILITARY 00 00 00      DATE CAREER TENURE STARTS 00 00 00
CREDITABLE MILITARY SERVICE 0000      DATE ENTERED PRESENT GRADE 00 00 00
FROZEN CSRS SERVICE 0000      DATE PROBATION PERIOD STARTS 00 00 00
CSRS COVERAGE AT APPT      DATE SUPR/MGR PROB PERIOD 00 00 00
SPEC EMP CD 00 SPEC EMP PGM CD      GAIN/LOSE DEPT
SALARY SHARE AMOUNT .00      ANNUAL LV CATEGORY 0 45 DAY CODE
ANNUITANT SHARE AMT .00      LEAVE EARN STATUS DURING PP
COOP EMP CNTRL CD 0      QTRS DEDUCT CODE 0 RATE 00.00
COOP OVERTIME AMT .00      COLA/POST DIFF CODE 0
COOP HOLIDAY RATE .00      AGENCY USE
1ST LEGAL AUTH      2ND LEGAL AUTH

PLEASE ENTER SSNO AND PRESS ENTER      PF12 = PREV      1400
PF7 = PG/UP      ENTER = INQUIRY      CLEAR = EXIT
PF1 = SUB MENU      PF5 = HELP

```

Figure 64.18. IR522, PERHIS SF-50B Data Elements (Screen 2)

## PERHIS Personnel Supplements (IR523)

PERHIS Personnel Supplements (Figure 64.19) is Pgm. No. 523 on the Personnel History Menu (Figure 64.7). This program displays an employee's general personnel

history data such as education level, performance evaluation data, accession data, etc. This program contains 2 screens per record. To view data displayed on Screen 2 of a record (Figure 64.20), press [PF8]. To return to the previous screen, press [PF7]. To display a new record, press [Enter]. To display a previous record, press [PF12].

```

SSN 000000000  AG      * PERHIS PERSONNEL SUPPLEMENTS *      XX/XX/XX  IR523
SCREEN 000 NAME      PERHIS RCD. 0000
YR EFF. 0000

                                RECORD 0000

EDUCATION LEVEL                00  CITIZENSHIP CODE                0
INSTRUCTIONAL PROGRAM          000000 SEX CODE
DEGREE CERTIFICATION RECEIVED  YR 00 VETERANS STATUS
ACCESSION                      PP 00 YR 00 PROMOTION PLAN CODE      0
ACCESSION DATE                 00 00 00 RETENTION RIGHTS END      00 00 00
ACCESSION NOA CODE             000    WORKING TITLE CODE          0000
APPOINTMENT NOA CODE           000    WORKING TITLE
PATCO CODE

PLEASE ENTER SSNO AND PRESS ENTER                                1400
                                PF8 = PG/DWN                      PF12 = PREV
PF1 = SUB MENU                PF5 =  HELP                        ENTER = INQUIRY      CLEAR =  EXIT
  
```

**Figure 64.19. IR523, PERHIS Personnel Supplements (Screen 1)**

```

SSN 000000000  AG      * PERHIS PERSONNEL SUPPLEMENTS *      XX/XX/XX  IR5231
SCREEN 000 NAME      PERHIS RCD. 0000
YR EFF. 0000

                                RECORD 0000

PROCESSING PAY PERIOD NUMBER    00  RECRUITMENT BONUS              .00 PCT .00
PROCESSING PAY PERIOD BEGINS 00 00 00 RELOCATION BONUS              .00 PCT .00
CORRECTION PAY PERIOD NUMBER    00  RETENTION ALLOWANCE           .00 PCT .00
CORR PROC PAY PERIOD BEGINS 00 00 00 SUPERVISORY DIFF RATE         .00 PCT .00
AGENCY USE                      STAFFING DIFF RATE              .00 PCT .00
GAIN LOSE DEPT                 FOREIGN LANG ALLOWANCE       .00 PCT .00
AGENCY INFO 1                  SICK LEAVE EXPIRE FOR RETIRE 00 00 00
AGENCY INFO 2                  HEADQUARTERS-FIELD-CODE
AGENCY INFO 3                  CLEAR ERROR CODE 1
AGENCY INFO 4                  CLEAR ERROR CODE 2
AGENCY INFO 5                  CLEAR ERROR CODE 3
PREVIOUS AGENCY CODE           CLEAR ERROR CODE 4
NFC ASD PHIS USE               CLEAR ERROR CODE 5

PLEASE ENTER SSNO AND PRESS ENTER                                1400
                                PF7 = PG/UP                      PF12 = PREV
PF1 = SUB MENU                PF5 =  HELP                        ENTER = INQUIRY      CLEAR =  EXIT
  
```

**Figure 64.20. IR523, PERHIS Personnel Supplements (Screen 2)**



## PERHIS Address/Check Information (IR524)

PERHIS Address/Check Information (Figure 64.21) is Pgm. No. 524 on the Personnel History Menu (Figure 64.7). This program displays an employee's residence and check address history. Information displayed includes residence, check bank, and check mail address. Press [PF2] to display the financial institution address.

## PERHIS Personnel Actions Summary (IR525)

PERHIS Personnel Actions Summary (Figure 64.22) is Pgm. No. 525 on the Personnel History Menu (Figure 64.7). This program displays a history of processed personnel actions. Information displayed includes effective

date, description, agency, POI, batch number, user-ID, and the pay period and year processed. This program lists all personnel actions processed and excludes payroll transactions (such as, state tax, union dues, etc.).

To display the nature of action code literal, place the cursor on the nature of action code and press [PF2]. **Note:** Do not use the [PF7] key on this program to page up. The [Enter] key must be used to return to the beginning of the list. To view a continuation of data on the next page, press [PF8], if applicable.

You may transfer from a specific record on this program to Program IR501, IR502, or IR523. Position the cursor in the first column on the record needed and press [PF9] to transfer to IR501, [PF10] to transfer to IR502, or [PF11] to transfer to IR523.

```

SSN 000000000 AG      * PERHIS ADDRESS/CHECK INFORMATION *          IR524
SCREEN 000 NAME                                PERHIS RCD. 0000

      * RESIDENCE ADDRESS *                ADDRESS RECORD 0000      * CHECK BANK ADDRESS *

                                         ACCOUNT TYPE
                                         ROUTE NO          0000000000
                                         ACCOUNT EFT

CITY CD 0000 COUNTY CD 000 STATE/COUNTRY

      * CHECK MAIL ADDRESS *

                                         DISBURSING OFFICE CD      0
                                         DESIGNATED AGENT      0000

CITY CD 0000 STATE CD

DATE EFFECTIVE      00 00 00

SSNO NOT FOUND - PLEASE VERIFY SSNO OR REFERENCE IR131      0000
PF1 = SUB MENU      PF5 = HELP      PF12 = PREV      ENTER = INQUIRY      CLEAR = EXIT
  
```

Figure 64.21. IR524, PERHIS Address/Check Information

```

SSN      AG      * PERHIS PERSONNEL ACTIONS SUMMARY *          IR525
SCREEN    NAME
POSITION CURSOR ON NATURE OF ACTION FIELD PRESS PF2 FOR NOA LITERAL

PF  PROCESSED  ----- DOCUMENT -----
SEL PP  YR      EFF-DATE  NATURE OF ACTION  AGCY  POI  USER-ID

      00  00      00 00 00      000 000      0000

                                           1400

PLEASE ENTER SSNO AND PRESS ENTER

      PF9 = IR501      PF10 = IR502      PF11 = IR523
PF1 = SUB MENU  PF5 = HELP  PF8 = PG/DOWN  ENTER = INQUIRY  CLEAR = EXIT
  
```

Figure 64.22. IR525, PERHIS Personnel Actions Summary

### Perphis Detail Assign/Temporary Promotion (IR527)

PERHIS Detail Assign/Temporary Promotion (**Figure 64.23**) is Pgm. No. 527 on the Personnel History Menu (**Figure 64.7**). This program displays an employee's promotion history data.

**Note:** For temporary promotions, information regarding the position from which the employee is temporarily promoted is displayed. For temporary promotion and

details, this social security number would be the obligated SSN in the individual position record.

### PERHIS Retained Grade Data (IR528)

PERHIS Retained Grade Data (**Figure 64.24**) is Pgm. No. 528 on the Personnel History Menu (**Figure 64.7**). This program displays history information pertaining to occupied and former positions. Information displayed includes pay plan, grade, occupational series, and the occupational series function code for both retained and current data.

```

SSN 000000000 AG      * PERHIS DETAIL ASSIGN/TEMPORARY PROMOTION * XX/XX/XX IR527
SCREEN 000 NAME                                PERHIS RCD. 0000

                                RECORD 0000

DEPT CODE      AGENCY      POI 0000      DEPT CODE      AGENCY      POI 0000
MR NO          IP NO
PAY PLAN       GRADE 00
PROMOTION NOT TO EXCEED DATE      DATE DETAILED ASSIGNMENT EXPIRES
00 00 00                                00 00 00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU  PF5 = HELP  PF12 = PREV  ENTER = INQUIRY  1400
                                                         CLEAR = EXIT
    
```

**Figure 64.23. IR527, PERHIS Detail Assign/Temporary Promotion**

```

SSN 000000000 AG      * PERHIS RETAINED GRADE DATA *      XX/XX/XX IR528
SCREEN 000 NAME                                PERHIS 0000

                                RECORD 0000

                                RETAIN RATE EXPIRE      00 00 00

      * OCCUPIED POSITION *                                * FORMER POSITION *
PAY PLAN      GRADE 00      PAY PLAN      GRADE 00
OCCUPATIONAL SERIES      0000      OCCUPATIONAL SERIES      0000
OCC SERIES FUNCTION CODE  00      OCC SERIES FUNCTION CODE  00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU  PF5 = HELP  PF12 = PREV  ENTER = INQUIRY  1400
                                                         CLEAR = EXIT
    
```

**Figure 64.24. IR528, PERHIS Retained Grade Data**

## PERHIS Education & Certificate (IR530)

PERHIS Education & Certificate (**Figure 64.25**) is Pgm. No. 530 on the Personnel History Menu (**Figure 64.7**). This program displays a history of an employee's education level and certification information. Information

displayed includes school and state codes, school name, and certificate name, year, and state.

## PERHIS Separation Information (IR532)

PERHIS Separation Information (**Figure 64.26**) is Pgm No. 532 on the Personnel History Menu (**Figure 64.7**). This program displays a history of separation records.

```

SSN      AG      * PERHIS EDUCATION & CERTIFICATE *      IR530
SCREEN   NAME                                PERHIS RCD.
YR EFF.

                                RECORD  0000

EDUCATION  INSTRUCTIONAL  DEGREE  SCHOOL  STATE      SCHOOL NAME
LEVEL      PROGRAM      RCVD YEAR  CODE   CODE

      00      000000      00

CERTIFICATE  CERTIFICATE  CERTIFICATE  CERTIFICATE
NUMBER      NAME          YEAR          STATE

      00                        00

BAR MEMBERSHIP STATE CODE  0

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU  PF5 = HELP  PF12 = PREV  ENTER = INQUIRY  1400
CLEAR = EXIT

```

Figure 64.25. IR530, PERHIS Education & Certificate

```

SSN 000000000 AG      * PERHIS SEPARATION INFORMATION *      XX/XX/XX IR532
SCREEN 000 NAME                                PERHIS RCD. 0000

                                SEPARATION RECORD 0000

SEPARATION RECORD STATUS      0      LAST DAY PAY STAT FOR RET      00 00 00
NATURE OF ACTION 2ND/AUTH 000      SCD WGI      00 00 00
PERSONNEL ACTION EFFECTIVE      00 00 00      SUPV MGR PROBATION BEGIN      00 00 00
PROCESSED      PP 00 YR 00      PROBATION PERIOD START      00 00 00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU  PF5 = HELP  PF12 = PREV  ENTER = INQUIRY  1400
CLEAR = EXIT

```

Figure 64.26. IR532, PERHIS Separation Information

**PERHIS Awards (IR542)**

PERHIS Awards (Figure 64.27) is Pgm. No. 542 on the Personnel History Menu (Figure 64.7). This program displays cash award history data.

**PERHIS Time Off Award Data (IR543)**

PERHIS Time Off Award Data (Figure 64.28) is Pgm. No. 543 on the Personnel History Menu (Figure 64.7). This program displays time off award history data. Information displayed includes the year, pay period, hours granted, used, balance, and forfeited.

SSN 000000000	AG	* PERHIS AWARDS *		XX/XX/XX	IR542
SCREEN 000	NAME			PERHIS RCD.	0000
		AWARDS NUMBER		0000	
		CASH AWARD AMT		.00	
		PMRS/PFP BONUS AMT			
EFFECTIVE DATE	00 00 00	TANGIBLE BENEFITS			
AWARDS CASE NUMBER		INTANGIBLE BENEFITS			
PERIOD COVERED - FROM DATE:	00 00 00	AWARD TYPE CODE		0	
TO DATE:	00 00 00	AWARD CODE			
NUMBER PERSONS RECEIVING AWARD	000	NOA 1ST		000	
FIRST YEAR SAVINGS	.00				
ACCOUNTING DISTRIBUTION					
FY	APPN CODE	SUB LEV			
AGENCY CHARGED		ACCT STATION CHARGED	0000		
AWARD CODE DESCRIPTION					
PLEASE ENTER SSNO AND PRESS ENTER					
PF1 = SUB MENU		PF5 = HELP	PF12 = PREV	ENTER = INQUIRY	1400 CLEAR = EXIT

Figure 64.27. IR542, PERHIS Awards

SSN 000000000	AG	* PERHIS TIME OFF AWARD DATA *		XX/XX/XX	IR543
SCREEN 000	NAME				
	HOURS GRANTED	NATURE OF ACTION	EFFECTIVE DATE	PROCESSED PP YR	
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
	.00	000 000	00 00 00	00	00
PLEASE ENTER SSNO AND PRESS ENTER					
PF1 = SUB MENU		PF5 = HELP	PF8 = PG/DOWN	ENTER = INQUIRY	1400 CLEAR = EXIT

Figure 64.28. IR543, PERHIS Time Off Award Data

### PERHIS Service Record (IR547)

PERHIS Service Record (**Figure 64.29**) is Pgm. No. 547 on the Personnel history Menu (**Figure 64.7**). This program displays all personnel actions and certain payroll

documents (i.e., performance appraisals, TSP, health benefits) processed for an employee for the last 6 years.

To display additional entries which may be on the next screen, press [PF8].

SSN SCREEN	AG NAME	* PERHIS SERVICE RECORD *				IR547
NATURE OF ACTION POSITION OFFICIAL TITLE PF SEL		ORGANIZATION STRUCTURE MR/IR # SCHEDULED SALARY		EFFECTIVE DATE PLAN/OCC/GR/ST ADJUSTED SALARY		
		00 00 0000 00 00 00 00		00 00 00		
		.00		.00 0000 00 00		
<p>PLEASE ENTER SSNO AND PRESS ENTER</p> <p>PF9 = IR501      PF10 = IR502      PF11 = IR523      1400</p> <p>PF1 = SUB MENU      PF5 = HELP      PF8 = PG/DOWN      ENTER = INQUIRY      CLEAR = EXIT</p>						

**Figure 64.29. IR547, PERHIS Service Record**

Employee Name Inquiry

The Employee Name Inquiry is Option 600 on the IRIS Main Menu (Figure 6). This option is used to query by employee name to obtain the social security number and agency when only a partial last name is known. This program displays employees currently on the rolls and separated employees for 5 years.

To select this program at the main menu, tab to the Screen/Menu field and key in 600. The Employee Name Inquiry program is displayed.

To query, key in the full or partial last name in the Employee Name Last field of Screen 1 (Figure 65). Key in the full or partial first name in the Employee Name First field. Key in the middle initial or name in the Employee Name Middle field. Press [Enter]. A roster is displayed (Figure 66). To scroll forward through a roster of names, press [PF8]; to scroll backward, press [PF7]. To return to the beginning of the roster (i.e., names beginning with the Alphabet A), press [Enter] at any screen.

**Note:** If an employee is a new hire and the accession has not released from PEPL, the name will not display.

```
SCREEN 000                EMPLOYEE NAME INQUIRY MENU                XX/XX/XX    IR600
                           EMPLOYEE SELECTION
***** EMPLOYEE NAME *****
      LAST                FIRST                MIDDLE

      ENTER PARTIAL OR FULL LAST NAME,
      AT LEAST ONE CHARACTER MUST BE ENTERED.

      ENTER FULL OR PARTIAL FIRST NAME
      ONLY IF COMPLETE LAST NAME WAS PROVIDED.

      ENTER FULL OR PARTIAL MIDDLE NAME,
      ONLY IF COMPLETE LAST & FIRST NAMES WERE PROVIDED.

      PF1 = MAIN MENU    PF5 = HELP    ENTER = INQUIRY    CLEAR = EXIT
```

Figure 65. Employee Name Inquiry

Figure 66. Employee Name Inquiry Roster



## **Appendixes**





## Glossary

**1st Legal Auth.** Records the authority and related identifying citations under which the agency acted in effecting the action. In many instances this authority data is used to generate output reports prescribed by the Office of Personnel Management (OPM) and the department. This element is usually system generated from the 5-digit nature of action code. If it cannot be generated by the nature of action, it will be furnished by the agency. IR122/2, IR522/2

**1st Restored Hours.** Total hours of annual leave restored because of administrative error, public exigency, or sickness. IR136/1

**1st Restored Year.** Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period during which the restored leave must be scheduled and used or otherwise lost. IR136/1

**2nd Legal Auth.** OPM or other legal authority. IR522/2

**2nd Restored Hours.** Total hours of annual leave restored because of administrative error, public exigency, or sickness. IR136/1

**2nd Restored Year.** Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period during which the restored leave must be scheduled and used or otherwise lost. IR136/1

**3rd Restored Hours.** Total hours of annual leave restored because of administrative error, public exigency, or sickness. IR136/1

**3rd Restored Year.** Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period during which the restored leave must be scheduled and used or otherwise lost. IR136/1

**45 Day Carryover Code.** Annual leave 45-day code. Certain employees stationed overseas or at foreign posts of duty are entitled to carry forward from one leave year to another with a maximum annual leave accumulation of 45 days. This element indicates whether or not the employee is entitled to this particular provision. The codes are:

- y = yes, employee is entitled to carry forward 45 days of annual leave
- n = no, employee is not entitled to carry forward 45 days of annual leave

**45 Day Carryover Hours.** Annual leave hours accumulated by an employee who is being transferred back to the U.S. from a foreign post when the number of hours exceed the prior year carryover. The hours should not exceed 360 hours unless his/her annual leave prior year carryover exceeds 360 hours. When the balance exists, it

is used in pay period 1 to determine the employee leave ceiling and is then zeroed out. IR136/1

**Accession Auth.** Authority under which the employee was hired. IR123/1

**Accession Break In Service Ind.** Code that indicates if the employee has a break in service. The codes are:

- 0 = not applicable
- 1 = separation/accession actions with no break in service
- 2 = separation/accession actions with a break in service

IR144

**Accession Date Day.** Day the employee was hired. IR123/1, IR523/1

**Accession Date Month.** Month the employee was hired. IR123/1, IR523/1

**Accession Date Year.** Year the employee was hired. IR123/1, IR523/1

**Accession Method.** The manner in which the employee became an accession to the rolls. The codes are:

- 0 = accession, AD-350
- 1 = conversion
- 2 = accession, AD-347

IR123/1

**Accession NOA Code.** First 3-digit alphanumeric code assigned by OPM to identify the legal authority for the accession. IR123/1, IR523/1

**Accession NOA Code.** Second 3-digit alphanumeric code assigned by OPM to identify the legal authority for the accession. IR123/1, IR523/1

**Accession NOA Code.** Position nature of action code under which the employee was hired. IR123/1, IR523/1

**Accession PP.** Pay period the employee was an accession to the rolls. If the employee was with the department before 1963 and was converted to the payroll system in 1963 or 1964, this field will contain zeros. IR123/1, IR223, IR523/1

**Accession YR.** Last two digits of the year the employee became an accession to the rolls of the department. IR123/1, IR223, IR523/1

**Account Disbursement Type.** Code that identifies if the check is being sent DD/EFT or mailed to a specific address. The codes are:

- 1 = DD/EFT
- 2 = specific address

IR114

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**Account EFT.** Employee's personal bank account number to which the employee's check is to be credited. IR124, IR524

**Account Established PP.** Pay period a receipt account was established on the database. IR114

**Account Established YR.** Year receipt account was established. IR114

**Account ID.** Displays miscellaneous information. IR114

**Account Number.** Account number for the discretionary allotment payment. IR112, IR114

**Account Number.** Number assigned the first receipt account. IR114

**Account Route Number.** Routing number used by the Federal Reserve Bank to identify the financial institution election for fund transfer. IR114

**Account Status.** Receipt account indicator used for purchasing service credit for post-1956 military service. The codes are:

- 0 = initial setup
- 1 = other

IR114

**Account Type.** Code that indicates whether the account is a checking or savings account. IR114, IR124, IR524

**Accounting Distribution Appn Code.** Appropriation to which the expenses are to be charged. IR142, IR542

**Accounting Distribution FY.** First position of the accounting distribution that represents the fiscal year. IR134, IR142, IR542

**Accounting Distribution Sub Lev.** Accounting levels to which the expenses are to be charged. IR142, IR542

**Accrual Reduction.** Annual leave accrual reduction (year to date). IR133, IR136/1

**Accrual YTD.** Summary of hours of *annual* leave accrued during the current leave year. For full-time employees, the accruals are updated by the individual's leave category each pay period. For those full-time employees in leave category 6, the accruals are updated by 10 hours as of the last full pay period of the calendar year. For part-time employees with an assigned tour of duty, annual leave is accrued on the basis of the number of base hours in pay status each pay period. IR133

**Accrual YTD.** Summary of hours of *sick* leave accrued during the current leave year. For full-time employees, the leave accruals are updated by 4 hours each pay period. For part-time employees with an assigned tour of duty, 1 hour of sick leave is accrued for each 20 base hours in pay

status each pay period. This is reset to zero at the beginning of the first pay period of the leave year. IR133

**Accruals Reduction.** Summary of hours of *sick* leave accruals that have been reduced from the employee's sick leave balance as a result of absence without leave (AWOL). When the number of hours of nonpay status during the leave year equals the number of base-pay hours in a pay period, the sick leave accruals are reduced by 4 hours. This amount is reset to zero at the beginning of the first pay period of the leave year. IR136/1

**Accruals YTD.** Summary of hours of *annual* leave accrued during the current leave year. For full-time employees, the accruals are updated by the individual's leave category each pay period. For those full-time employees in leave category 6, the accruals are updated by 10 hours as of the last full pay period in the calendar year. For part-time employees with an assigned tour of duty, annual leave is accrued on the basis of the number of base hours in pay status each pay period. This amount is reset to zero at the beginning of the first pay period of the leave year. IR136/1

**Accruals YTD.** Summary of hours of *sick* leave during the current leave year. For full-time employees, the accruals are updated by 4 hours each pay period. For part-time employees with an assigned tour of duty, 1 hour of sick leave is accrued for each 20 base hours in pay status each pay period. This amount is reset to zero at the beginning of the first pay period of the leave year. IR136/1

**Accrued SES.** Hours of annual leave accrued by an SES employee in a leave year. IR136/1

**Acct Appn Cd.** Accounting levels to which the expenses are to be charged. IR103

**Acct Distribution FY.** First position of the accounting distribution that represents the fiscal year. IR103

**Acct Station Cd.** Identifies the accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports. IR101, IR201, IR501

**Acct Station Charged.** Accounting station charged for cash award. IR142, IR542

**Action Code.** Code that indicates the type of change being accomplished during the current pay period. IR115

**Action Code.** Code that indicates the life insurance action being taken. The codes are:

- 0 = no action
- 1 = no deduction
- 2 = one half deduction
- 3 = full deduction
- 4 = new enrollment
- 5 = regular or opt (waived)

- 6 = option only (waived)
- 7 = ineligible
- 8 = change in coverage

IR116

**Action Code.** Code that indicates the retirement action being taken. The codes are:

- 0 = no action
- 4 = new enrollment
- 5 = cancelled enrollment
- 8 = change in coverage

IR117, IR217

**Action Code.** Thrift code that indicates the action being taken. The codes are:

- 0 = no action
- 1 = non-participating
- 2 = waived
- 4 = new enrollment
- 5 = cancelled enrollment
- 8 = change in coverage

IR118, IR218, IR518

**Action Eff Date Day.** Day personnel action is effective. IR311

**Action Eff Date Month.** Month personnel action is effective. IR311

**Action Eff Date Year.** Year personnel action is effective. IR311

**Action Source.** Health Benefit code that indicates the source document which established the action code. The codes are:

- 0 = n/a
- 1 = health benefit document
- 2 = personnel action

IR115

**Adj Salary.** Amount of employee's salary stated as annual, monthly, daily, or hourly as indicated by the salary rate code. This includes cooperative and/or annuitant share of salary. IR122/1, IR222/1, IR522/1

**ADJP Elaps PP Counter.** Number of pay periods that have elapsed since the first period the employee was paid. It is used to generate automatic pay adjustments for the Department of the Census Decennial employees. It is reset when the employee enters penalty status, or the pay adjustment is processed. IR123/1, IR223

**Adjust Flag.** Health benefit code that indicates if retro-active collection should be computed on new enrollments. The codes are:

- y = yes
- n = no

IR115

**Adjust Flag.** Life insurance code that indicates if retro-active collection should be computed on new enrollments. The codes are:

- y = yes
- n = no

IR116

**Adjusted Salary.** Base contract salary; amount of employee's salary stated as annual, monthly, daily, or hourly as indicated by the salary rate code. This includes the cooperative and/or annuitive share of salary. IR101, IR145, IR201, IR501, IR547

**Administrative Leave Used YTD.** Summary of hours of official leave used during the current leave year. Official leave is classified as authorized absence from duty without loss of pay or change to annual, sick, or compensatory leave balances. Types of leave in this category are jury, examination, funeral, witness, voting, holiday, transfer of official station, court, administrative, hazardous weather dismissal, and home leave. This amount is reset to zero at the beginning of the first pay period of the leave year. IR138

**Agcy.** First level of the organizational structure. Code that identifies the agency, by code, as assigned to the USDA by NFC. IR122/1, IR125, IR127, IR222/1, IR225, IR522/1, IR525

**Age Adjustment Allowance.** Work field that is part of the age adjustment allowance computation. IR135

**Age At Separation Months.** Work field that computes the number of months toward the next year of age an employee will be when that employee becomes separated. This is used in computing severance pay. IR135

**Age At Separation Years.** Work field that computes the number of years from the birth date of employee to the time that employee separates. This is used in computing severance pay. IR135

**Age Bracket Code.** Life insurance code that indicates age bracket for an employee. It is regenerated as of the first pay period that begins on or after January 1 each year. The valid values are 1–7. IR116, IR216

**Agency.** Number that indicates a particular agency, bureau, or operating unit for the detailed assignment. IR127, IR227, IR527

**Agency Charged.** Agency to which the cash award is charged. IR142, IR542

**Agency Info.** Field that is available for the agency's use. IR123/2, IR523/2

**Agency Use.** Field established by the agency for use as it seems appropriate. IR122/1, IR122/2, IR123/2, IR222/1, IR222/2, IR223, IR304, IR522/1, IR522/2, IR523/2

**Agy 1 Pct. And/Or Match YTD.** Year to date agency contributions for an employee in a particular retirement

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plan. This amount is reset to zero at the beginning of the new tax year. IR118

**Agy Contribution YTD.** Year to date agency contribution for an employee in a particular retirement plan. This amount is reset to zero at the beginning of the new tax year. IR117

**Allotment Amount.** Amount of money deducted each month from the employee's pay for a discretionary allotment. IR112

**Allotment Number.** Number assigned for each discretionary allotment authorized. IR112

**Allotment Type.** Code that indicates whether the deduction is monthly or biweekly. The codes are:

- 60= biweekly
- 61= monthly

IR112

**Allowance COLA Code.** Code that indicates whether the employee is to be paid a cost-of-living allowance and/or a non-foreign post differential. TC45 on the T&A generates "yes" if COLA post differential is compatible. Data is entered into PACT for employees who are not eligible for COLA. The codes are:

- y = yes
- n = no

IR109, IR209

**Alternate Work Schedule.** Code that indicates if an employee is on an alternate work schedule. The codes are:

- 0 = not under a compressed work schedule
- 3 = four 10-hour days per week
- 5 = nine workdays, eight 9-hour days and one 8-hour day (5/4/9)
- 7 = variable workday hours within a 40-hour workweek
- 8 = variable workweek hours within an 80-hour pay period
- 9 = reset, return to regular work schedule

IR102/1, IR202/1

**Amount.** Amount to be deducted each pay period for financial organization allotment. IR110

**Amount.** Amount to be deducted for flexfund account for each pay period. IR113, IR213

**Amount NTE Per PP.** Amount that alimony and/or child support payments cannot exceed in a pay period. IR306

**Amount NTE Per PP.** Limit on the amount that may be deducted per pay period for arrears in child support and alimony. IR306

**Amount Of Award.** Amount of money that is paid to an employee for a cash award. This amount is used to update the YTD money earned by an employee for W-2 purposes. IR142

**Amount Of Distribution.** Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the three investment funds. IR519

**Amount Paid Per PP.** Amount of money deducted each pay period from the employee's salary for indebtedness for a receipt account. IR114

**Amount Per Pay Period.** Amount of money deducted from the employee's salary for union dues. IR308, IR309

**Amount Per PP.** Amount of money deducted each pay period from the employee's salary for an alimony and/or child support case. IR306

**Amount Per PP.** Amount of money deducted each pay period from the employee's salary for court costs of an alimony and/or child support case. IR306

**Amount PP.** Amount of money deducted each pay period from the employee's salary for charitable contribution. IR111, IR211

**Amount PP.** Amount of arrears deduction to be made each pay period for child support and alimony. IR306

**Amount PP Deferred.** Amount of money to be deducted each pay period designated as deferred. IR121

**Amount PP Non Deferred.** Amount of money to be deducted each pay period designated as Nondeferred. IR121

**Amt-1.** Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the three investment funds. IR119

**Amt-2.** Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the three investment funds. IR119

**Amt-3.** Computed amount of a portion of the total deduction from employee earnings that is to be distributed to one of the three investment funds. IR119

**Amt Paid By Non Govt Source.** Amount of an award paid by an external source. IR142

**Anniv Date Day.** Day the employee's performance evaluation is due. IR313

**Anniv Date Month.** Month the employee's performance evaluation is due. IR313

**Anniv Date Year.** Year the employee's performance evaluation is due. IR313

**Annual Leave Error.** Each pay period the annual leave balance is verified with the balance on the T&A. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is displayed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error. The codes are:

- 0 = no error
- 1 = balance error
- 2 = crossfoot error
- 3 = balance and crossfoot error

IR136/1

**Annual LV 45 Day Code.** Indicates if certain employees stationed overseas or at foreign posts of duty are entitled to carry forward from one leave year to another a maximum annual leave accumulation of 45 days. The codes are:

- y = yes, employee is entitled to carry forward 45 days of annual leave
- n = no, employee is not entitled to carry forward 45 day of annual leave

IR122/2, IR522/2

**Annual LV Category.** Indicates the annual leave earning status. If the employee is eligible to earn annual leave, the code represents the appropriate earning category. The codes are:

- 0 = ineligible to earn annual leave
- 4 = earns 4 hours of annual leave
- 6 = earns 6 hours of annual leave
- 8 = earns 8 hours of annual leave

IR122/2, IR136/1, IR522/2

**Annuitant Indicator.** Status of an annuitant appointed to a position in the federal civilian service. This code indicates whether an employee is receiving retired or retained pay from previous civilian or military service. The codes are:

- A = reemployed annuitant under FERS
- B = former annuitant under FERS
- C = retired uniformed officer reemployed annuitant under FERS
- D = retired uniformed officer and former annuitant under FERS
- E = retired uniformed service enlisted member and reemployed FERS annuitant
- G = reemployed FERS annuitant not subject to salary reduction

- H = retired office and reemployed FERS annuitant whose salary is not subject to salary reduction
- J = retired enlisted member and reemployed FERS annuitant whose salary is not subject to reduction

- 1 = reemployed CSRS annuitant
- 2 = retired uniformed service officer
- 3 = retired uniformed service enlisted member
- 4 = retired uniformed service officer and reemployed CSRS annuitant
- 5 = retired uniformed service enlisted member and reemployed CSRS annuitant
- 6 = reemployed CSRS annuitant not subject to salary reduction
- 7 = retired uniformed service officer and reemployed CSRS annuitant not subject to salary reduction
- 8 = retired uniformed service enlisted member and reemployed CSRS annuitant not subject to salary reduction
- 9 = not applicable

IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1

**Annuitant Share Amount.** Amount of annual annuity for reemployed annuitant. IR102/2, IR122/2, IR202/2, IR222/2, IR502/2, IR522/2

**Appn Cd.** Appropriation to which the expenses are to be charged. IR103, IR134

**Appointment Date Day.** Day conversion is effective. IR102/1, IR502/1

**Appointment Date Month.** Month conversion is effective. IR102/1, IR502/1

**Appointment Date Year.** Year conversion is effective. IR102/1, IR502/1

**Appointment Days Balance.** Balance of hours for this appointment. IR102/2, IR202/2, IR502/2

**Appointment Days Total.** Appointment days limitation starting balance. IR102/2, IR502/2

**Appointment Dollar Balance.** Dollar balance for this appointment. IR102/2, IR202/2, IR502/2

**Appointment Dollar Total.** Dollar limitation amount for this appointment. IR102/2, IR502/2

**Appointment Hours Balance.** Balance of hours for this appointment. IR102/2, IR202/2, IR502/2

**Appointment Hours Total.** Appointment hours limitation starting balance. IR102/2, IR502/2

**Appointment Limitation Code.** Provides a means of identifying, by code, whether or not the employee's appointment is subject to any limitations. This code is utilized by the computer in routines that audit the complete-

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ness and accuracy of data with respect to those appointments with limitations. This code is one of the controlling factors for reporting to employees the notification of expiration of appointment limitations. The codes are:

- 0 = no service year or appointment not to exceed (NTE) date limitation
- 2 = service year limitation with or without an appointment NTE date limitation

IR102/2, IR202/2, IR502/2

**Appointment NOA Code.** Nature of action code under which the employee was converted. IR123/1, IR523/1

**Appointment NTE Day.** Day limited employee appointment will expire. IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1

**Appointment NTE Month.** Month limited employee appointment will expire. IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1

**Appointment NTE Year.** Year limited employee appointment will expire. IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1

**Approved Leave Donor Code.** Code that indicates if an employee is cleared to donate leave. IR136/2

**Approved Leave Recipient.** Code that indicates if an employee is an approved leave recipient. The codes are:

- y = yes
- n = no

IR136/2

**Appt Authority.** Authority under which the employee was converted. IR123/1

**Appt NOA Code.** First 3-digit alphanumeric code assigned by OPM to identify the legal authority for the appointment. IR123/1

**Appt NOA Code.** Second 3-digit alphanumeric code assigned by OPM to identify the legal authority for the appointment. IR123/1

**AUO/AP Change Code.** Standby AUO change code. The codes are:

- 0 = not applicable
- 1 = covered
- 2 = change
- 3 = out

IR102/2

**AUO/AP Last Change Date Day.** Day the last change was made to the administratively uncontrolled overtime code. IR102/2

**AUO/AP Last Change Date Month.** Month the last change was made to the administratively uncontrolled overtime code. IR102/2

**AUO/AP Last Change Date Year.** Year the last change was made to the administratively uncontrolled overtime code. IR102/2

**AUO/AP Projected Annual Amount.** Projected annual amount for employee paid administratively uncontrolled overtime. IR102/2

**AUO/AP Standby Percent.** Differential percent for employees entitled to premium compensation on an annual basis for standby or overtime duty. This field is made up of a 2-position percentage and a 1-position fraction. IR102/2, IR202/2, IR502/2

**AUO/AP Standby Hours Week 1.** Scheduled standby hours for week 1 of the pay period for employees entitled to premium compensation on an annual basis for such hours. IR102/2, IR202/2

**AUO/AP Standby Hours Week 2.** Scheduled weekly standby hours. This entry is made only when the differential period begins, ends, or changes in the 2nd week of the pay period. IR102/2, IR202/2

**Authentication Date Day.** Day the personnel action is authenticated. IR122/1, IR522/1

**Authentication Date Month.** Month the personnel action is authenticated. IR122/1, IR522/1

**Authentication Date Year.** Year the personnel action is authenticated. IR122/1, IR522/1

**Authority Date Day.** Day the employee authorized the deduction of union dues. IR308, IR309, IR311

**Authority Month Date.** Month the employee authorized the deduction of union dues. IR308, IR309, IR311

**Authority Date Year.** Year the employee authorized the deduction of union dues. IR308, IR309, IR311

**Authorization Number.** Number assigned for each bond deduction authorized by the employee. IR108

**Award Agency Use.** Data field to be used by each agency. IR142

**Award Code.** Code that indicates the award. The first position will be the code, and it will be followed by a 3-digit number. The codes are:

- h = honorary
- c = cash
- b = both

IR142, IR542

**Award Name.** Name to whom the award is given. IR142

**Award Scope.** Code that identifies whether award is government, nongovernment, or agency/bureau sponsored. IR142

**Award Type Code.** Code that indicates the type of cash award processed. The codes are:

- 0 = none
- 1 = suggestion
- 2 = performance
- 3 = special act or service
- 4 = spot
- 6 = bonus
- 7 = invention
- 9 = other

IR142, IR542

**Awards Case Number.** Number assigned to the cash award. IR142, IR542

**AWOL Since Last WGI.** Summary of hours of unapproved AWOP occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. The excess is first converted to work days using a ratio of 7/5. The calendar days are used to extend the employee's waiting period for the next WGI. This is reset to zero when the WGI is granted. IR303

**Balance.** If an allowance total is indicated, this element will be initialized with the allowance total. It will be reduced by the allowance rate; therefore, it will contain the remaining balance of the allowance total. IR109, IR209

**Balance.** Remaining balance to be deducted for flexfund account for the tax year. IR113, IR213

**Balance Of Severance Pay.** Work field that computes the balance of the severance pay that will not be paid as full payment. IR135

**Balance Owed.** Balance of money owed by an employee for the receipt account. IR114

**Balance Religious Obser.** Employee's comp leave balance for religious leave. IR139

**Balance Remaining.** Balance remaining in the charitable contribution campaign area account after a deduction has been made. The amount is determined by multiplying the pay period deduction by the number of pay periods in the calendar year. This amount is reduced each pay period until it reaches zero at the end of the calendar year. IR111, IR211

**Bank Acct No.** Bank account number of the individual receiving alimony and/or child support payments. IR306

**Bank Acct Number.** Employee's personal bank account number to which the financial allotment is to be credited. Used for electronic funds transfer. IR110, IR120

**Bank Route Number.** Routing number used by the Federal Reserve Bank to identify the financial institution. Used for electronics fund transfer. IR110, IR120

**Bar Membership State Code.** Code that indicates the state in which an individual is a member of the bar. IR123/1

**Bar Membership State Code.** Code that indicates if an individual has a law degree and is a member of the bar. The codes are:

- 0 = n/a
- 1 = has a law degree
- 2 = has a law degree and is a member of the bar

If the code equals 2, then the state of the bar must be present. If this condition fails, the message "state of bar reqd" is displayed. If the code equals 1 or 2, then the organizational structure code must equal 56, and the occupational series code must equal 0905, 1224, or 1222. If this condition fails, the message "agcy must equal 56 and series must equal 0905, 1224, or 1222" is displayed. IR530

**Bargaining Unit Status.** A Bargaining Unit Status (BUS) code is a 4-digit code that identifies the bargaining unit status for each position. This field indicates whether an employee is eligible for coverage by a bargaining unit and if covered, the specific bargaining unit. The codes are:

- Last 4 digits of the Office of Labor Management Relations (OLMR) number is displayed
- in = represented by a bargaining unit
- 7777 = eligible, but not in a bargaining unit
- 8888 = ineligible for inclusion in a bargaining unit

IR102/1, IR122/1, IR202/1, IR222/1, IR502/1, IR522/1

**Base Pay Credit.** Employee's base pay for a thrift savings credit adjustment. IR121

**Base Pay Debit.** Employee's base pay for a thrift savings debit adjustment. IR121

**Base Pay Per Anum.** Work field that computes the base pay per anum on the date of separation. IR135

**Base Pay YTD.** Amount of base pay accumulated for the calendar year. This is reset to zero at the beginning of the new tax year. IR103

**Basic Cost Alternate.** Code that indicates whether or not an employee's basic life insurance cost is based on an alternate basic cost. The codes are:

- y = There is an alternative basic cost and the employee is responsible for paying the second alternate cost
- n = There is no alternative basic cost or the employee is not required to pay for the insurance, or is responsible for the first alternate cost.

IR116, IR216



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**Basic Coverage Amount.** Constructed field that is determined by multiplying the value of LT-Coverage-Amount by 1000. IR116, IR216, IR516

**Basic Rate Determinant.** Code that indicates if basic rate depends on age or coverage. The codes are:

- 0 = n/a
- 1 = age bracket
- 2 = coverage code
- 3 = age bracket and coverage code

IR116, IR216

**Basic Severance Allowance.** Work field that is part of the basic severance allowance computation. IR135

**Batch.** Batch number assigned to the last document applied to the database. IR125, IR225

**Begins Date Day.** Day absence without pay (AWOP) begins. IR140

**Begins Date Month.** Month AWOP begins. IR140

**Begins Date Year.** Year AWOP begins. IR140

**Benefit Type.** Code that indicates the difference between government-wide and nongovernment benefit pay. The codes are:

- 1 = government-wide
- 2 = nongovernment-wide

IR113, IR115 IR116, IR117, IR118, IR121, IR213, IR215, IR216, IR217, IR218, IR515, IR518

**Biweek Deduct Non Table.** Biweekly deduction amount for life insurance plans not table driven. IR116, IR216

**Biweekly Pay Periods.** Work field that computes the number of biweekly pay periods the severance pay will be paid in. IR135

**Biweekly Rate At Date Of Separation.** Work field that computes the biweekly pay rate, in dollars, on the date the employee separates. IR135

**Biweekly Severance Amount.** Gross biweekly amount of severance pay. IR134, IR135

**Bond-Coowner-Benef-Name.** First, middle, and last name of the person designated as a coowner or beneficiary. IR108

**Bond-Coowner-Benef-SSNO.** Social security number of the person designated as coowner or beneficiary on the bond authorization. IR108

**Bond Owner.** First, middle, and last name of the person designated as the owner of the bond authorization. IR108

**Bond Owner Address City.** Name of the bond owner's mailing address. IR108

**Bond Owner Address Line 1.** First line of the bond owner's address. IR108

**Bond Owner Address Line 2.** Second line of the bond owner's address. IR108

**Bond Owner Address State.** Abbreviation of the state of the bond owner's mailing address. IR108

**Bond Owner Address ZIP 2.** ZIP code field for extended ZIP code. IR108

**Bond Owner Address ZIP 4.** The last 4 digits of the ZIP code of the bond owner's address. IR108

**Bond Owner Address ZIP 5.** The first 5 digits of the ZIP code bond owner's address. IR108

**Bonus Granted.** Senior Executive Service (SES) bonus amount granted. IR313

**Build TSP Data Record.** Code that indicates if an employee data record is to be passed to the TSP file. The codes are:

- y = yes
- blank, n = no

IR118

**Building Name And Address.** Literal to describe the building name and address for applicable GAO employees. IR146

**Cal Day.** Work field to display the Julian date day as a traditional month-day-year calendar date. IR136/1

**Cal Month.** Work field to display the Julian date month as a traditional month-day-year calendar date. IR136/1

**Cal Year.** Work field to display the Julian date year as a traditional month-day-year calendar date. IR136/1

**Cal Year Split Type Leave.** Code that indicates the type of leave moved by PAYE to Susp-AWOL-Cal-Yr-Split. Only one type of nonpay leave will be expected for the single pay period spanning calendar year values. The codes are:

- A = AWOL
- L = LWOP
- S = SUSP-LV

IR140

**Career Perm Tenure Starts Day.** Day from which service is to be counted toward career or permanent tenure. IR502/1

**Career Perm Tenure Starts Month.** Month from which service is to be counted toward career or permanent tenure. IR502/1

**Career Perm Tenure Starts Year.** Year from which service is to be counted toward career or permanent tenure. IR502/1

**Carryover Amount.** Amount remaining in the bond account to be applied to the next purchase of a bond. IR108

**Carryover Balance.** Hours of annual leave carried forward from one leave year to the next. This balance is also the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours and 720 hours for SES employees. The balance is changed only once. This is at the beginning of the first pay period of the leave year and it is dependent on the employee's leave ceiling and his/her annual leave balance as of the last pay period in the preceding leave year. IR133, IR136/1

**Carryover Balance.** Hours of sick leave carried forward from one leave year to the next. This balance is changed only once a year at the beginning of the first pay period of the leave year. IR133, IR136/1

**Carryover Balance.** Hours of home leave carried forward from the previous year. IR138

**Carryover Balance.** Hours of shore leave carried forward from the previous year. IR138

**Carryover Prior Year.** Number of hours of annual leave carried over from the prior leave year. IR136/1

**Case File Number.** Unique number identifying each recruitment activity within experimental or comparison sites. IR145

**Case Number.** Code that indicates if the child support arrears deduction is to be a dollar or a percentage deduction. The codes are:

- 0 = bypass this deduction
- 1 = recurring arrears dollar deduction
- 2 = recurring arrears percentage deduction

IR306

**Cash Award Amount.** Amount of money paid to a merit pay employee for a cash award. IR123/2, IR142, IR223, IR242, IR542

**Cash Award Effective PP.** Pay period in which the merit pay cash award was paid. IR123/2, IR142, IR223, IR242

**Cash Award Effective YR.** Year that the merit pay cash award was paid. IR123/2, IR142, IR223, IR242

**Cash Award Ind.** Indicates whether a cash award should be processed this pay period for payment. IR144

**Certificate Name.** Name of professional certificate received. IR130, IR530

**Certificate Number.** 2-digit code that represents type of professional certificate received. IR130, IR530

**Certificate State.** State in which the certification took place. IR130, IR530

**Certificate Year.** Year employee became certified. IR130, IR530

**Change Code.** Health benefit code that indicates if a change occurred for the pay period being processed. The code is reset to "n" after reporting requirements have been met. The codes are:

- n = no change
- y = change occurred
- r = change occurred, reported unpaid

IR115

**Change Date.** Julian date the time off award record was last updated. IR143

**Change ID.** User ID of the person who last updated a time off award record. IR143

**Change In Tenure Day.** Day provisional employee was converted to career tenure. IR102/1

**Change In Tenure Month.** Month provisional employee was converted to career tenure. IR102/1

**Change In Tenure Year.** Year provisional employee was converted to career tenure. IR102/1

**Change Indicator.** Code that indicates whether or not a bond authorization was changed or cancelled. The codes are:

- 0 = n/a
- 1 = new
- 2 = change-inscription
- 3 = change-increase deduction
- 4 = change-decrease deduction
- 5 = cancel
- 6 = cancel due to separation
- 7 = cancelled, one more deduction
- 8 = cancelled due to separation, one more deduction

IR108

**Changed Date Cal.** A breakout of the Julian date in the mo-da-yr format. IR139

**Changed Date Julian.** Julian date the comp leave record was last updated. IR139

**Changed ID.** ID of the person who last updated a comp leave record. IR139

**Check Mail Address.** Employee's check mailing address. IR124, IR524

**Check Mail Address City.** City name of employee's check mailing address. IR124, IR524

**Check Mail Address State.** State name of employee's check mailing address. IR124, IR524

**Check Mail Address ZIP.** ZIP code of employee's check mailing address. IR124, IR524

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**Citizenship Status.** Code that identifies the citizenship status of the employee. The codes are:

1 = U.S. citizen (includes naturalized citizens and U.S. nationals from America, Samoa, and Swains Islands)

8 = other

IR122/2, IR123/1, IR222/2, IR223, IR522/2, IR523/1

**City.** Duty station location city; identifies the city name of the employee's permanent duty station. This is system generated. IR101, IR201

**City Cd.** City code of employee's check mailing address. IR124, IR524

**City Cd.** City code of employee's residence address. IR124, IR524

**City Code.** Code that indicates the city for which city income taxes are applicable. IR106, IR206

**City Code.** Code that indicates the GSA city in which the charitable contribution campaign area is located. IR111, IR211

**City Code/Name.** Message indicating the city name of the city tax record currently being displayed. IR106, IR206

**Clear Error Code.** Code used to allow certain error conditions to be released from suspense without being reported to correction and reentry. The codes are:

y = yes

blank = no

IR523/2

**CMSA Code.** Consolidated metropolitan statistical code. IR101, IR201, IR501

**Code.** Code that indicates whether the allowance will be on a per day or per pay period basis. This code is used in conjunction with the allowance rate. The codes are:

1 = per day

3 = per pay period

IR109, IR209

**COLA Percent.** Percentage figure used to determine the amount of money to be paid as a COLA. IR502/2

**COLA Post Diff Code.** Code that indicates the employee's entitlement to a cost-of-living allowance or post differential. The codes are:

0 = none

2 = non-foreign post differential

3 = non-foreign cost of living allowance and cost differential

4 = foreign post differential

5 = COLA-local retail/private housing

6 = COLA-local retail/federal housing

7 = COLA-commissary/PX/private housing

8 = COLA-commissary/PX/Federal housing

9 = COLA-commissary/PX/military housing

IR109, IR122/2, IR209, IR222/2, IR522/2

**Collection Ends PP.** Pay period the collection will end. IR121

**Collection Ends YR.** Year the collection will end. IR121

**Comp EQ Abil Code.** Code that indicates computer equipment that an individual has had experience with as evidenced in the SF-171. The codes are:

I = IBM

U = Univac

H = Honeywell

F = Fosdic

B = Burroughs

O = other

blank = n/a.

If an invalid code, other than one specified above, is entered in this field, the action is rejected and the message "invalid code. reenter" is displayed. IR123/1

**Competitive Level Code.** Code that identifies positions so alike as to be interchangeable during a RIF. IR502/2

**Conflict of Interest Submitted.** Code that indicates whether an employee occupying a position subject to conflict of interest or financial disclosure reporting requirements has submitted the required statements. The codes are:

y = yes

n = no

IR123/2

**Consecutive Day Cntr.** Summary of consecutive days of AWOP occurring since the employee received a career-conditional appointment. Whenever an employee is or will be in a nonpay status in excess of 30 days a personnel action is processed and this counter is activated. An employee must serve three years in a career-conditional status without a break in service in order to be eligible for conversion to career tenure. The first 30 days of consecutive nonpay status is forgiven. IR133, IR140

**Contribution Amount.** Amount contributed biweekly by agency for health benefits. IR115

**Control Number.** Health benefit number assigned by carrier for identification. IR115, IR215

**Conversion Career Tenure Day.** Projected day an employee will become eligible for conversion to career tenure. IR102/1, IR202/1

**Conversion Career Tenure Month.** Projected month an employee will become eligible for conversion to career tenure. IR102/1, IR202/1

**Conversion Career Tenure Year.** Projected year an employee will become eligible for conversion to career tenure. IR102/1, IR202/1

**Coop Employee Control Code.** Code that indicates whether employee is a cooperative type employee and if so, who is responsible for maintaining control over him/her as provided in the cooperative agreement. The codes are:

- 0 = not applicable
- 1 = federal control
- 2 = cooperative control
- 3 = joint control

IR102/2, IR122/2, IR202/2, IR222/2, IR502/2, IR522/2

**Coop Holiday Rate.** Hourly holiday rate for a cooperative employee if different from the rate computed from base salary. All nines indicate that the cooperator pays all holiday work. IR122/2, IR222/2, IR522/2

**Coop Overtime Amt.** Hourly overtime rate for a cooperative employee if different from the rate computed from base salary. All nines indicate that the cooperator pays all overtime work. IR122/2, IR222/2, IR522/2

**Coop Rt Holiday.** Hourly holiday rate for cooperative employee if different from the rate computed from base salary. All nine indicate that the cooperator pays all holiday work. IR102/2, IR202/2, IR502/2

**Coop Rt Overtime.** Hourly overtime rate for cooperative employee if different from the rate computed from base salary. All nine indicate that the cooperator pays all overtime work. IR102/2, IR202/2, IR502/2

**Coop Share Amount.** Amount of cooperative employee's salary paid by the cooperator must be on basis indicated by the salary rate code. This is used in computing the employee's pay. The employee's base salary is reduced by this amount. IR102/2, IR202/2, IR502/2

**Coowner Number.** Number of the coowner of the savings bond. This is a 2-position numeric field. Valid values are 00 thru 09. IR108

**COPR Comm Hours Last 26 PP.** Displays the number of hours of commute overtime worked by Customs Officers (Customs inspectors and canine enforcement officers) for the following prefix and transaction codes (TC) during the last 26 pay periods. This is 30/21 overtime paid at triple rate. Customs officers are entitled to COPR to have their FEGLI coverage and deductions computed based on their base salary plus the amount paid under prefix 30 and TC 21 not to exceed \$12,500 for the last 26 pay periods. IR103

**COPR OT Hours Last 26 PP.** Displays the number of hours of overtime worked by Customs Officers for the following prefixes and TC's during the last 26 pay periods. These are Prefix 20, TC 21 and prefix 22, TC 21. Customs officers entitled to COPR have their FEGLI coverage and deductions computed based on their base salary plus the amount paid under prefix 20, TC21 and prefix 22, TC21 not to exceed \$12,500 for the last 26 pay periods. IR103

**COPR OT Ret Curr FY YTD.** Displays the amount of overtime paid to Customs Officers for the following prefixes and TC's for the current fiscal year: Prefix 20, TC21; Prefix 22, TC21; and Prefix 30, TC21. This field continues to increase even though there is a COPR overtime limitation of \$12,500, on deductions for TSP, retirement, and FEGLI for COPR overtime. Employees entitled to COPR overtime up to \$25,000 limitation taking into consideration premium pay. IR103

**COPR OT Ret Pay Period.** Displays the amount of overtime paid to Customs Officers for the following prefixes and TC's for the current pay period. They are prefix 20, TC21; prefix 22, TC21; and prefix 30, TC21. IR103

**COPR Premium Pay FY YTD.** Displays the amount of premium pay for Customs Officers for the following prefixes and TC's for the current fiscal year. They are:

- prefix 5, TC's 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 10, TC's 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 15, TC's 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 20, TC's 11, 21, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 22, TC21
- prefix 30, TC21
- prefix 50, TC's 04, 35, 36, 37, 38, 60, 61, 62, 63, 65, 50, 66, 50, 67, 68, 69.

This field continues to increase even though there is a COPR premium pay limitation of \$25,000. IR103

**COPR Premium Pay FY YTD PRI.** Displays the amount of premium paid to Customs Officers for the following prefixes and TC's for the previous fiscal year. They are:

- prefix 5, TC's 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 10, TC's 11, 31, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 15, TC's 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 20, TC's 11, 21, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69
- prefix 22, TC21
- prefix 30, TC21

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prefix 50, TC's 04, 35, 36, 37, 38, 60, 61, 62, 63, 65, 50, 66, 50, 67, 68, 69.

This field is increased when corrected T&A's for the previous fiscal year are processed even though there is premium pay limitation of \$25,000. IR103

**COPR Premium Pay Pay Period.** Displays the amount of premium paid to Customs Officers for the following prefixes and TC's for the current pay period. They are:

prefix 5, TC's 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69

prefix 10, TC's 11, 31, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69

prefix 15, TC's 11, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69

prefix 20, TC's 11, 21, 35, 36, 37, 38, 60, 61, 62, 63, 65, 66, 67, 68, 69

prefix 22, TC21

prefix 30, TC21

prefix 50, TC's 04, 35, 36, 37, 38, 60, 61, 62, 63, 65, 50, 66, 50, 67, 68, 69

IR103

**COPR Proc Pay Period Begins Day.** Day corrected to PHIS. IR523/2

**COPR Proc Pay Period Begins Month.** Month corrected to PHIS. IR523/2

**COPR Proc Pay Period Begins Year.** Year corrected to PHIS. IR523/2

**COPR Status.** Displays the United States Customs Service Employee's (Customs Officer-Customs Inspector (Series 1890) or canine enforcement officer pay reform act (COPR)). The values are:

y = yes covered (entitled)

blank = not covered (not entitled)

IR102/2, IR202/1, IR502/1, IR522/1

**Correction Pay Period Number.** Corrected pay period to PHIS. IR502/2, IR523

**County.** Duty station location county. Identifies the county name of the employee's permanent duty station. In the event that the duty station is located outside one of the fifty states, this element will not be entered. This is system generated. IR101, IR201

**County Cd.** Code of the county in which the employee lives. IR124, IR524

**County Code.** Code that indicates the county for which county income taxes are applicable. IR107, IR207

**County Name.** Message indicating the county name of the county tax record currently being displayed. IR107, IR207

**Court Case Number.** Court case number of an alimony and/or child support case that involves payroll deductions. IR306

**Coverage Amount Furnished.** Indicates coverage amount of life insurance program. IR116, IR216

**Coverage Code.** Health benefit code that records the employee's eligibility for participation and, if eligible, whether or not he is participating. If it is blank, the valid value is nongovernment. IR115, IR215, IR515

**Coverage Code.** Indicates the employee's coverage including any combination of options available. IR116, IR216, IR516

**Coverage Code.** Thrift savings code that indicates the employee's eligibility for participation, and if eligible, whether or not he/she is participating. If the valid value is blank, the value is government. IR118, IR218, IR518

**Coverage Description.** Literal that describes the type of life insurance coverage chosen by the employee. IR216

**CPDF Coverage Code.** Code that indicates if an employee is on the Central Personnel Data File. This file includes all active employees other than aliens located in a foreign country or a territory. IR144

**Credit Hours Current Bal.** Compressed work schedule. IR138

**Creditable-Military-Service.** At time of appointment total years and months of military service that are creditable for annual leave accrual purposes and creditable for retirement for CSRS. IR117, IR122/2, IR517, IR522/2

**Critical Element Code.** Code that indicates from the AD-434 what is used to control the granting of merit pay or WGI's. The codes are:

0 = accession actions

1 = eligible for merit pay/WGI

2 = composite rating less than 3.0

3 = critical element less than 3.0

4 = composite rating and critical element less than 3.0

IR303

**CSRS Coverage At Appointment.** Indicates whether the employee has, at the time of the most recent appointment to Federal service, been previously covered by CSRS. IR117, IR122/2, IR517, IR522/2

**Cumulative Retirement Ded.** An employee's cumulative retirement deductions while in NFC's payroll system. IR117

**Current Awards Case Number.** Number assigned to the cash award. IR242

**Current Balance.** Hours of annual leave to the credit of the employee as of the current pay period of the current leave year. The current balance will be adjusted as of the beginning of the first pay period of the leave year if the balance is in excess of the number of hours to which the employee is entitled to carryover from one leave year to the next. IR136/1

**Current Balance.** Hours of sick leave to the credit of the employee as of the current pay period of the current leave year. IR136/1

**Current Balance.** Hours of home leave to the credit of the employee as of the current pay period of the current year. IR138

**Current Balance.** Hours of shore leave to the credit of the employee as of the current pay period of the current year. IR138

**Current Employment Status.** Code that indicates the current employment status of the employee. The codes are:

- 0 = active
- 1 = military furlough
- 2 = LWOP (excess of 30 days)
- 3 = furlough (RIF)
- 4 = furlough (seasonal)
- 5 = suspension
- 6 = furlough, Intergovernmental Personnel Act (IPA)
- 7 = OWCP-LWOP
- 8 = LWOP pending approval of disability retirement application

IR102/1, IR202/1, IR502/2

**Date 6C Ret Day.** Day an employee enters 7 1/2% retirement plan. IR102/1, IR122/2, IR502/1, IR522/2

**Date 6C Ret Month.** Month an employee enters 7 1/2% retirement plan. IR102/1, IR122/2, IR502/1, IR522/2

**Date 6C Ret Year.** Year an employee enters 7 1/2% retirement plan. IR102/1, IR122/2, IR502/1, IR522/2

**Date Agency EOD Day.** Day entered on duty in the bureau/agency where the employee is currently employed. IR102/1, IR502/1

**Date Agency EOD Month.** Month entered on duty in the bureau/agency where the employee is currently employed. IR102/1, IR502/1

**Date Agency EOD Year.** Year entered on duty in the bureau/agency where the employee is currently employed. IR102/1, IR502/1

**Date Bond Effective Mo.** Month bond action was applied to the database. IR108

**Date Bond Effective Yr.** Year bond action was applied to the database. IR108

**Date Bond Issued Mo.** Issue month printed on the face of the bond. IR108

**Date Bond Issued Yr.** Issue year printed on the face of the bond. IR108

**Date Career Tenure Starts Day.** Day from which service is to be counted toward career or permanent tenure. IR122/2, IR522/2

**Date Career Tenure Starts Month.** Month from which service is to be counted toward career or permanent tenure. IR122/2, IR522/2

**Date Career Tenure Starts Year.** Year from which service is to be counted toward career or permanent tenure. IR122/2, IR522/2

**Date Change In Tenure Day.** Day provisional employee was converted to career tenure. IR145

**Date Change In Tenure Month.** Month provisional employee was converted to career tenure. IR145

**Date Change In Tenure Year.** Year provisional employee was converted to career tenure. IR145

**Date CSA Start Day.** Day deductions for alimony and/or child support starts. IR306

**Date CSA Start Month.** Month deductions for alimony and/or child support starts. IR306

**Date CSA Start Year.** Year deductions for alimony and/or child support starts. IR306

**Date Deduction Began Day.** Day an employee became eligible to participate in a particular retirement plan. IR117, IR217

**Date Deduction Began Month.** Month an employee became eligible to participate in a particular retirement plan. IR117, IR217

**Date Deduction Began Year.** Year an employee became eligible to participate in a particular retirement plan. IR117, IR217

**Date Detailed Assignment Expires Day.** Day the detailed assignment expires. IR127, IR227, IR527

**Date Detailed Assignment Expires Month.** Month the detailed assignment expires. IR127, IR227, IR527

## Payroll/Personnel Manual Information Research/Inquiry System

**Date Detailed Assignment Expires Year.** Year the detailed assignment expires. IR127, IR227, IR527

**Date Effective Day.** Day that the flexfund spending account is effective. IR113, IR213

**Date Effective Month.** Month that the flexfund spending account is effective. IR113, IR213

**Date Effective Year.** Year that the flexfund spending account is effective. IR113, IR213

**Date Effective Day.** Day that the applicable health benefit action becomes effective. IR115, IR515

**Date Effective Month.** Month that the applicable health benefit action becomes effective. IR115, IR515

**Date Effective Year.** Year that the applicable health benefit action becomes effective. IR115, IR515

**Date Effective Day.** Day that the applicable life insurance action becomes effective. IR116, IR216

**Date Effective Month.** Month that the applicable life insurance action becomes effective. IR116, IR216

**Date Effective Year.** Year that the applicable life insurance action becomes effective. IR116, IR216

**Date Effective Day.** Day the personnel action is effective. IR524

**Date Effective Month.** Month the personnel action is effective. IR524

**Date Effective Year.** Year the personnel action is effective. IR524

**Date Entered POI Day.** Day the employee was brought on board or moved to a new personnel office. IR102/1, IR502/1

**Date Entered POI Month.** Month the employee was brought on board or moved to a new personnel office. IR102/1, IR502/1

**Date Entered POI Year.** Year the employee was brought on board or moved to a new personnel office. IR102/1, IR502/1

**Date Entered Present Grade Day.** Day the employee last entered present grade. IR122/2, IR222/2, IR522/2

**Date Entered Present Grade Month.** Month the employee last entered present grade. IR122/2, IR222/2, IR522/2

**Date Entered Present Grade Year.** Year the employee last entered present grade. IR122/2, IR222/2, IR522/2

**Date EOD Foreign Service Day.** Day entered on duty into foreign service retirement system. IR117

**Date EOD Foreign Service Month.** Month entered on duty into foreign service retirement system. IR117

**Date EOD Foreign Service Year.** Year entered on duty into foreign service retirement system. IR117

**Date Leave Frozen Day.** Day annual and sick leave were frozen due to an assistant U.S. Attorney being converted to a presidentially appointed U.S. Attorney. IR136/2

**Date Leave Frozen Month.** Month annual and sick leave were frozen due to an assistant U.S. Attorney being converted to a presidentially appointed U.S. Attorney. IR136/2

**Date Leave Frozen Year.** Year annual and sick leave were frozen due to an assistant U.S. Attorney being converted to a presidentially appointed U.S. Attorney. IR136/2

**Date Leave Paid Day.** Day lump sum leave paid. IR133

**Date Leave Paid Month.** Month lump sum leave paid. IR133

**Date Leave Paid Year.** Year lump sum leave paid. IR133

**Date Longevity.** Day used to compute longevity present for Secret Service. IR102/1, IR202/1, IR502/1

**Date Longevity Month.** Month used to compute longevity present for Secret Service. IR102/1, IR202/1, IR502/1

**Date Longevity Year.** Year used to compute longevity present for Secret Service. IR102/1, IR202/1, IR502/1

**Date Of Birth Day.** Day the employee was born. IR122/1, IR135, IR222/1, IR522/1

**Date Of Birth Month.** Month the employee was born. IR122/1, IR135, IR222/1, IR522/1

**Date Of Birth Year.** Year the employee was born. IR122/1, IR135, IR222/1, IR522/1

**Date Of Investigation Day.** Day investigation was completed for current security clearance. IR312

**Date Of Investigation Month.** Month investigation was completed for current security clearance. IR312

**Date Of Investigation Year.** Year investigation was completed for current security clearance. IR312

**Date Penalty Began Day.** Day the penalty began. IR123/1, IR223

**Date Penalty Began Month.** Month the penalty began. IR123/1, IR223

**Date Penalty Began Year.** Year the penalty began. IR123/1, IR223

**Date Probation Period Starts Day.** Start day of 1-year probation period. IR122/2, IR145, IR222/2, IR522/2

**Date Probation Period Starts Month.** Start month of 1-year probation period. IR122/2, IR145, IR222/2, IR522/2

**Date Probation Period Starts Year.** Start year of 1-year probation period. IR122/2, IR145, IR222/2, IR522/2

**Date Processed PP Begins Day.** Beginning day of pay period being processed. IR305, IR515, IR518

**Date Processed PP Begins Month.** Beginning month of pay period being processed. IR305, IR515, IR518

**Date Processed PP Begins Year.** Beginning year of pay period being processed. IR305, IR515, IR518

**Date Reinvestigation Required Day.** Day investigation needs to be initiated to assure security clearance is updated. IR312

**Date Reinvestigation Required Month.** Month investigation needs to be initiated to assure security clearance is updated. IR312

**Date Reinvestigation Required Year.** Year investigation needs to be initiated to assure secure clearance is updated. IR312

**Date Retired From Military Day.** Day employee retired from military service. IR117, IR122/2, IR517, IR522/2

**Date Retired From Military Month.** Month employee retired from military service. IR117, IR122/2, IR517, IR522/2

**Date Retired From Military Year.** Year employee retired from military service. IR117, IR122/2, IR517, IR522/2

**Date SCD Leave Day.** Day of service computation for leave. IR102/1, IR202/1, IR502/1

**Date SCD Leave Month.** Month of service computation for leave. IR102/1, IR202/1, IR502/1

**Date SCD Leave Year.** Year of service computation for leave. IR102/1, IR202/1, IR502/1

**Date SCD Retire Day.** Day of service computation for retirement. IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Date SCD Retire Month.** Month of service computation for retirement. IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Date SCD Retire Year.** Year of service computation for retirement. IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Date SCD RIF Day.** Day of service computation for reduction in force (RIF). IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Date SCD RIF Month.** Month of service computation for RIF. IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Date SCD RIF Year.** Year of service computation for RIF. IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Date SCD TSP Day.** Day that shows total creditable service counting toward 1-percent vesting for FERS employees. IR122/2, IR522/2

**Date SCD TSP Month.** Month that shows total creditable service counting toward 1-percent vesting for FERS employees. IR122/2, IR522/2

**Date SCD TSP Year.** Year that shows total creditable service counting toward 1-percent vesting for FERS employees. IR122/2, IR522/2

**Date SCD WGI Day.** Commencing day of service for completion of within grade increase (WGI) period. IR122/2, IR222/2, IR522/2

**Date SCD WGI Month.** Commencing month of service for completion of WGI period. IR122/2, IR222/2, IR522/2

**Date SCD WGI Year.** Commencing year of service for completion of WGI period. IR122/2, IR222/2, IR522/2

**Date SES Recert Day.** Day an SES employee was recertified for duty. IR102/2

**Date SES Recert Month.** Month an SES employee was recertified for duty. IR102/2

**Date SES Recert Year.** Year an SES employee was recertified for duty. IR102/2

**Date Severance Pay Begins Day.** Effective day that severance pay begins. IR134

**Date Severance Pay Begins Month.** Effective month that severance pay begins. IR134

**Date Severance Pay Begins Year.** Effective year that severance pay begins. IR134



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**Date Supv/Mgr Prob Starts Day.** Day an employee is placed in a managerial or supervisory position. IR122/2, IR222/2, IR522/2

**Date Supv/Mgr Prob Starts Month.** Month an employee is placed in a managerial or supervisory position. IR122/2, IR222/2, IR522/2

**Date Supv/Mgr Prob Starts Year.** Year an employee is placed in a managerial or supervisory position. IR122/2, IR222/2, IR522/2

**Date TSP Eligibility Day.** Day of the SCD TSP date. IR118, IR218

**Date TSP Eligibility Month.** Month of the SCD TSP date. IR118, IR218

**Date TSP Eligibility Year.** Year of the SCD TSP date. IR118, IR218

**Date WGI Projected Effective Day.** Day WGI is projected. IR123/1, IR303

**Date WGI Projected Effective Month.** Month WGI is projected. IR123/1, IR303

**Date WGI Projected Effective Year.** Year WGI is projected. IR123/1, IR303

**Days Worked Calendar Year.** Summary of days worked by the employee while serving an intermittent type of employment during the current calendar year. The days worked are converted to calendar days by using a ratio of 7/5. The calendar days computed are subtracted from the intermittent elapsed calendar days and the result is used to adjust the service computation dates for leave, retirement, and RIF. The dates are adjusted at the end of the leave year or whenever the tour of duty changes to full-time or part-time. This is reset to zero when the adjustment is accomplished. IR132

**Days Worked During Probation.** Number of days that the employee worked while serving an intermittent appointment that is subject to a 1-year probationary or trial period. This is reset when the probationary or trial period is removed. IR132

**Days Worked On Roll.** Records in the employee master file the number of days that the employee has worked as an intermittent while employed by USDA. IR132

**Days Worked Since Last WGI.** Number of work days that an intermittent employee has recorded on the T&A for each pay period. This is updated only when a WGI SCD is present. IR132

**Days Worked This Appnt.** Number of intermittent days worked by the employee during a particular appointment. Whenever the type of employment, type of appointment, end of the leave year, salary, or tour of duty changes, the data in this element is forwarded to the retirement system to control the length of service for the employee. This is reset when a change occurs. This element is maintained for all intermittent employees, but only those covered by retirement are effected. IR132

**Ded After OASDI Limit.** Code that indicates in percent or amount what is to be deducted once the FICA limit has been reached. IR117, IR118, IR217, IR218

**Ded Limit To OASDI.** Code that indicates if the amount to be deducted is limited to the amount of FICA wages. The codes are:

y = yes

n = no

IR117, IR118, IR217, IR218

**Ded YTD Deferred.** Employee's year-to-date health deductions. This amount is reset to zero at the beginning of the new tax year. IR115

**Ded YTD Non Deferred.** Employee's year-to-date health benefits deductions that are not tax deferred. IR115

**Deduction Amount.** Amount of money deducted each pay period from the employee's pay for each bond authorization. IR108

**Deduction Amount.** Amount of money deducted from the employee's pay biweekly for health benefits. IR115

**Deduction Balance.** Balance an employee owes due to a thrift savings adjustment. IR121

**Deduction Deferred.** Total amount of an employee's thrift savings deductions for a thrift savings adjustment designated deferred. IR121

**Deduction Ind.** Health benefit code that indicates if a deduction was made for the current pay period. The codes are:

y = yes

n = no

IR115

**Deduction Ind. Code.** Code that indicates the method of deduction for union dues. The codes are:

1 = biweekly

2 = percent of base wages

IR308, IR309

**Deduction Ind Code.** Description of the indicator code currently being displayed. IR308, IR309

**Deduction Non Deferred.** Total amount of an employee's thrift savings deduction for the *credit* side of a thrift savings adjustment designated nondeferred. IR121

**Deduction Non Deferred.** Total amount of an employee's thrift savings deduction for the *debit* side of a thrift savings adjustment designated nondeferred. IR121

**Deduction Prior To Conv.** Employee's cumulative retirement deductions prior to being on NFC's payroll system. IR117

**Deduction Type.** Code that indicates a characteristic of deduction. The codes are:

- 1 = percent of base pay
- 2 = percent of gross pay
- 3 = fixed amount

IR117, IR118, IR121, IR217, IR218

**Deductions Began Day.** Day an employee became eligible to participate in a particular TSP. IR118, IR218

**Deductions Began Month.** Month an employee became eligible to participate in a particular TSP. IR118, IR218

**Deductions Began Year.** Year an employee became eligible to participate in a particular TSP. IR118, IR218

**Deferred Deduction.** Percent or amount to be deducted. IR117, IR217

**Deferred Deduction Factor.** Deferred thrift savings percent or amount to be deducted each pay period. This amount is tax deferred. IR118, IR218, IR518

**Deferred Deduction YTD.** Deferred retirement amount deducted for the calendar year. This amount is reset to zero at the beginning of the calendar year. IR117

**Deferred Employee Deduction YTD.** Deferred thrift savings amount deducted for the calendar year. This amount is reset to zero at the beginning of the calendar year. IR118

**Deg/Cert Rcvd.** Indicates the year a degree was received. IR122/2, IR123/1, IR130, IR222/2, IR223, IR522/2, IR523/1, IR530

**Denomination Amount.** Computation of the denomination amount, or face value of the bond. The denomination amount is double the purchase price amount for series EE bonds, and the denomination amount is equal to the face value for series I bonds. IR108

**Department Code.** Identifies the department of the government. IR101, IR122/1, IR127, IR131, IR201, IR222/1, IR227, IR501, IR522/1, IR527

**Designated Agent.** Code that indicates the person in the employee's agency to whom the employee's check is mailed. IR124, IR524

**Disbursement Type.** Code that indicates if the check is being sent direct deposit/electronic fund transfer or is being mailed to a specific address. The codes are:

- 1 = DD/EFT
- 2 = specific address

IR112

**Disbursing Office.** Code that indicates the disbursing office that issues the allotment check. The code is system generated by matching on the state abbreviated name and the ZIP code table that contains the disbursing office code. The codes are:

- Code 1 = Birmingham
- Code 2 = Chicago
- Code 3 = Kansas City
- Code 4 = Washington
- Code 5 = San Francisco
- Code 6 = Philadelphia

IR110, IR120, IR124, IR524

**Distribution Cd.** Code that indicates how the check is to be delivered. The codes are:

- 0 = not applicable
- 1 = mail
- 2 = designated agent
- 3 = financial organization

IR124

**Doc Type 030 Batch.** DP030, Master File Change Document. Last batch number assigned to a master file update document processed for an employee. IR126/1

**Doc Type 030 POL.** DP030. Last employing office number assigned to a master file update document processed for an employee. IR126/1

**Doc Type 030 PP.** DP030. Last pay period that a master file update document was processed for an employee. IR126/1

**Doc Type 030 User ID.** DP030. User ID of last person who updated the document. IR126/1

**Doc Type 030 Yr.** DP030. Last year that a master file was processed for an employee. IR126/1

**Doc Type 060 Batch.** DP060, Employee Address. Last batch number assigned to an AD-349 submitted for an employee. IR126/1

**Doc Type 060 POL.** DP060. Last employing office number assigned to an AD-349 submitted for an employee. IR126/1

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**Doc Type 060 PP.** DP060. Last pay period an AD-349 was processed for the employee. IR126/1

**Doc Type 060 User ID.** DP060. User ID of person that last updated the document. IR126/1

**Doc Type 060 Yr.** DP060. Last year an AD-349 was processed for the employee. IR126/1

**Doc Type 063 Batch.** DP063, Notification of Personnel Action. Last batch number assigned to an AD-350A submitted for an employee. IR126/1

**Doc Type 063 POL.** DP063. Last employing office number assigned to an AD-350 submitted for an employee. IR126/1

**Doc Type 063 PP.** DP063. Last pay period an AD-350A was processed for an employee. IR126/1

**Doc Type 063 User ID.** DP063. User ID of person that last updated the document. IR126/1

**Doc Type 063 Yr.** DP063. Last year an AD-350A was processed for an employee. IR126/1

**Doc Type 075 Batch.** DP075, Performance Evaluation. Last batch number assigned to the document for an employee. IR126/1

**Doc Type 075 POL.** DP075. Last employing office number that processed a document for the employee. IR126/1

**Doc Type 075 PP.** DP075. Last pay period that a document was processed for an employee. IR126/1

**Doc Type 075 User ID.** DP075. User ID of person that last updated the document. IR126/1

**Doc Type 075 Yr.** DP075. Last year that a document was processed for an employee. IR126/1

**Doc Type 086 Batch.** DP086, Union Dues. Last batch assigned to a union dues document for an employee. IR126/1

**Doc Type 086 POL.** DP086. Last employing office number assigned to a union dues document for an employee. IR126/1

**Doc Type 086 PP.** DP086. Last pay period number that a union dues document was processed for an employee. IR126/1

**Doc Type 086 User ID.** DP086. User ID of last person who updated the document. IR126/1

**Doc Type 086 Yr.** DP086. Last year that a union dues document was processed for an employee. IR126/1

**Doc Type 088 Batch.** DP088, Charitable Contributions. Last batch number assigned to a receipt account or withholding for charitable contribution document processed for an employee. IR126/1

**Doc Type 088 POL.** DP088. Last employing office number assigned to a receipt account or withholding for charitable contribution document processed for an employee. IR126/1

**Doc Type 088 PP.** DP088. Last pay period that a receipt account or withholding for charitable contribution document was processed for an employee. IR126/1

**Doc Type 088 User ID.** DP088. User ID of last person who updated the document. IR126/1

**Doc Type 088 Yr.** DP088. Last year that a receipt account or withholding for charitable contribution document was processed for an employee. IR126/1

**Doc Type 089 Batch.** DP089, Deduction Due to an Employee. Generic element used to retain the batch number assigned to a new document until the valid last-action-rec data element is assigned in the next database change. IR126/1

**Doc Type 089 POL.** DP089. Element used by the agency to retain the employing office number that processed a new document until the valid last-action-rec data element assigned in the next database change. IR126/1

**Doc Type 089 PP.** DP089. Element used by the agency to retain the pay period number that a new document processed until the valid last-action-rec data is assigned in the next database change. IR126/1

**Doc Type 089 User ID.** DP089. Element used by the agency to retain the User ID of the person who processed a new document until the last-action-rec data element is assigned in the next database change. IR126/1

**Doc Type 089 Yr.** DP089. Element used by the agency to retain the year that a new document was processed until the valid last-action-rec data is assigned in the next database change. IR126/1

**Doc Type 095 Batch.** DP095, DD/EFT for Allotment. Last batch number assigned to a financial allotment document processed for an employee. IR126/1

**Doc Type 095 POL.** DP095. Last employing office number assigned to a financial allotment document processed for an employee. IR126/1

**Doc Type 095 PP.** DP095. Last pay period that a financial allotment document was processed for an employee. IR126/1

**Doc Type 095 User ID.** DP095. User ID of last person who updated the document. IR126/1

**Doc Type 095 Yr.** DP095. Last year that a financial allotment document was processed for an employee. IR126/1

**Doc Type 096 Batch.** DP096, DD/EFT for Net Pay. Element used by the agency to retain the batch number assigned to a new document until the valid last-action-rec data element is assigned in the next database change. IR126/1

**Doc Type 096 POI.** DP096. Element used by the agency to retain the employing office number that processed a new document until the valid last-action-rec data element in the next database change. IR126/1

**Doc Type 096 PP.** DP096. Element used by the agency to retain the pay period number that a new document was processed until the valid last-action-rec data is assigned in the next database change. IR126/1

**Doc Type 096 User ID.** DP096. Element used by the agency to retain the User ID of the person who processed a new document until the last-action-rec data element is assigned in the next database change. IR126/1

**Doc Type 096 Yr.** DP096. Element used by the agency to retain the year that a new document was processed until the valid last-action-rec data is assigned in the next database change. IR126/1

**Doc Type 097 Batch.** DP097, TSP Loan Allotment Form. Generic element used to retain the batch number assigned to a new document until the valid last-action-rec data element is assigned in the next database change. IR126/1

**Doc Type 097 POI.** DP097. Generic element used to retain the employing office number that processed a new document until the valid last-action-rec data element in the last database change. IR126/1

**Doc Type 097 PP.** DP097. Generic element used to retain the pay period number that a new document was processed until the valid last-action-rec data is assigned in the last database change. IR126/1

**Doc Type 097 User ID.** DP097. Generic element used to retain the User ID of the person who processed a new document until the last-action-rec data element is assigned in the last database change. IR126/1

**Doc Type 097 Yr.** DP097. Generic element used to retain the year that a new document was processed until the valid last-action-rec data is assigned in the last database change. IR126/1

**Doc Type 100 Batch.** DP100, Discretionary Allotments. Last batch number assigned to a discretionary allotment document. IR126/1

**Doc Type 100 POI.** DP100. Last employing office number assigned to a discretionary allotment document processed for an employee. IR126/1

**Doc Type 100 PP.** DP100. Last pay period that a discretionary allotment document was processed for an employee. IR126/1

**Doc Type 100 User ID.** DP100. User ID of last person who updated the document. IR126/1

**Doc Type 100 Yr.** DP100. Last year that a discretionary allotment document was processed for an employee. IR126/1

**Doc Type 101 Batch.** DP101, Non-Federal Health Benefits Form. Last batch number assigned to a nonfederal health benefits document processed for an employee. IR126/1

**Doc Type 101 POI.** DP101. Last employing office number assigned to a nonfederal health benefits document processed for an employee. IR126/1

**Doc Type 101 PP.** DP101. Last pay period that a nonfederal health benefits document was processed for an employee. IR126/1

**Doc Type 101 User ID.** DP101. User ID of last person who updated the document. IR126/1

**Doc Type 101 Yr.** DP101. Last year that a nonfederal health benefits document was processed for an employee. IR126/1

**Doc Type 102 Batch.** DP102, Non-Federal Life Insurance Form. Last batch number assigned to a nonfederal life insurance document processed for an employee. IR126/1

**Doc Type 102 POI.** DP102. Last employing office number assigned to a nonfederal life insurance document processed for an employee. IR126/1

**Doc Type 102 PP.** DP102. Last pay period that a nonfederal life insurance document was processed for an employee. IR126/1

**Doc Type 102 User ID.** DP102. User ID of last person who updated the document. IR126/1

**Doc Type 102 Yr.** DP102. Last year that a nonfederal life insurance document was processed. IR126/1

**Doc Type 103 Batch.** DP103, Last batch number assigned to a nonfederal retirement document was processed for an employee. IR126/1

**Doc Type 103 POI.** DP103. Last employing office number assigned to a nonfederal retirement document processed for an employee. IR126/1

**Doc Type 103 PP.** DP103. Last pay period that a nonfederal retirement document was processed for an employee. IR126/1

**Doc Type 103 User ID.** DP103. User ID of last person who updated the document. IR126/1

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**Doc Type 103 Yr.** DP103. Last year that a nonfederal retirement document was processed for an employee. IR126/1

**Doc Type 104 Batch.** DP104, Non-Federal TSP. Last batch number assigned to a nonfederal thrift savings document was processed for an employee. IR126/1

**Doc Type 104 POI.** DP104. Last employing office number assigned to a nonfederal thrift savings document that was processed for an employee. IR126/1

**Doc Type 104 PP.** DP104. Last pay period that a nonfederal thrift savings document was processed for an employee. IR126/1

**Doc Type 104 User ID.** DP104. User ID of last person who updated the document. IR126/1

**Doc Type 104 Yr.** DP104. Last year that a nonfederal thrift savings document was processed for an employee. IR126/1

**Doc Type 120 Batch.** DP120, Multi Element Update. Last batch number assigned to a multi element update document processed for an employee. IR126/1

**Doc Type 120 POI.** DP120. Last employing office number assigned to a multi element update document processed for an employee. IR126/1

**Doc Type 120 PP.** DP120. Last pay period that a multi element update document was processed for an employee. IR126/1

**Doc Type 120 User ID.** DP120. User ID of last person who updated the document. IR126/1

**Doc Type 120 Yr.** DP120. Last year that a multi element update document was processed for an employee. IR126/1

**Doc Type 121 Batch.** DP121, GAO Locator. Last batch number assigned to a GAO locator document. IR126/2

**Doc Type 121 POI.** DP121. Last employing office number assigned to a GAO locator document processed for an employee. IR126/2

**Doc Type 121 PP.** DP121. Last pay period that a GAO locator document was processed for an employee. IR126/2

**Doc Type 121 User ID.** DP121. User ID of last person who updated the document. IR126/2

**Doc Type 121 Yr.** DP121. Last year that a GAO locator document was processed for an employee. IR126/2

**Doc Type 122 Batch.** DP122 USDA Demonstration. Last batch number assigned to a USDA demonstration project document processed for an employee. IR126/2

**Doc Type 122 POI.** DP122. Last employing office number assigned to a USDA demonstration project document for an employee. IR126/2

**Doc Type 122 PP.** DP122. Last pay period that a USDA demonstration project document was processed for an employee. IR126/2

**Doc Type 122 User ID.** DP122. User ID of person who last updated the document. IR126/2

**Doc Type 122 Yr.** DP122. Last year that a USDA demonstration project document was processed. IR126/2

**Doc Type 123 Batch.** DP123 Profession Certification Document. Batch number assigned to the last education document. IR126/2

**Doc Type 123 POI.** DP123. Employing office number that processed the last education document. IR126/2

**Doc Type 123 PP.** DP123. Pay period in which the last education document was processed. IR126/2

**Doc Type 123 User ID.** DP123. User ID of person that processed the last education document. IR126/2

**Doc Type 123 Yr.** DP123. Year that the last education document was processed. IR126/2

**Doc Type 124 Batch.** DP124, Professional Certification Document. The batch number assigned to the last certificate document. IR126/2

**Doc Type 124 POI.** DP124. Employing office number that processed the last certificate document. IR126/2

**Doc Type 124 PP.** DP124. Pay period that the last certificate document was processed. IR126/2

**Doc Type 124 User ID.** DP124. User ID of person that processed the last certificate. IR126/2

**Doc Type 124 Yr.** DP124. Year that the last certificate document was processed. IR126/2

**Doc Type 125 Batch.** DP125, TSP-1, TSP Election Form. Last batch number assigned to a nonfederal thrift savings document was processed for an employee. IR126/2

**Doc Type 125 POI.** DP125. Last employing office number assigned to a nonfederal thrift savings document was processed for an employee. IR126/2

**Doc Type 125 PP.** DP125. Last pay period that a nonfederal thrift savings document was processed for an employee. IR126/2

**Doc Type 125 User ID.** DP125. User ID of person who last updated the document. IR126/2

**Doc Type 125 Yr.** DP125. Last year that a nonfederal thrift savings document was processed for an employee. IR126/2

**Doc Type 127 Batch.** DP127, Allowances. Last batch number assigned to an allowance document processed for an employee. IR126/2

**Doc Type 127 POI.** DP127. Last employing office number assigned to an allowance document for an employee. IR126/2

**Doc Type 127 PP.** DP127. Last pay period that an allowance document was processed for an employee. IR126/2

**Doc Type 127 User ID.** DP127. User ID of person who last updated the document. IR126/2

**Doc Type 127 Yr.** DP127. Last year that an allowance document was processed for an employee. IR126/2

**Doc Type 128 Batch.** DP128, Severance Pay. Last batch number assigned to a severance pay document processed for an employee. IR126/2

**Doc Type 128 POI.** DP128. Last employing office number assigned to a severance pay document processed for an employee. IR126/2

**Doc Type 128 PP.** DP128. Last pay period that a severance pay document was processed for an employee. IR126/2

**Doc Type 128 User ID.** DP128. User ID of last person who updated the document. IR126/2

**Doc Type 128 Yr.** DP128. Last year that a severance pay document was processed for an employee. IR126/2

**Doc Type 129 Batch.** DP129, TSP Retro Payments. Last batch number assigned to a TSP collection document processed for an employee. IR126/2

**Doc Type 129 POI.** DP129. Last employing office number assigned to a TSP collection document processed for an employee. IR126/2

**Doc Type 129 PP.** DP129. Last pay period that a TSP collection document was processed for an employee. IR126/2

**Doc Type 129 User ID.** DP129. User ID of last person who updated the document. IR126/2

**Doc Type 129 Yr.** DP129. Last year that a TSP collection document was processed for an employee. IR126/2

**Doc Type 130 Batch.** DP130, W-4, Federal Income Tax Form. Last batch assigned to a federal tax document. IR126/2

**Doc Type 130 POI.** DP130. Last employing office number assigned to a federal tax document processed for an employee. IR126/2

**Doc Type 130 PP.** DP130. Last pay period number that a federal tax document was processed for an employee. IR126/2

**Doc Type 130 User ID.** DP130. User ID of last person who updated the document. IR126/2

**Doc Type 130 Yr.** DP130. Last year that a federal tax document was processed for an employee. IR126/2

**Doc Type 131 Batch.** DP131, W-5, Earned Income Credit Cert. Batch number assigned to the last EIC document. IR126/2

**Doc Type 131 POI.** DP131. Last employing office number assigned to a federal tax document for an employee. IR126/2

**Doc Type 131 PP.** DP131. Pay period that the last EIC document was processed. IR126/2

**Doc Type 131 User ID.** DP131. User ID of last person who updated the document. IR126/2

**Doc Type 131 Yr.** DP131. Year that the last EIC document was processed. IR126/2

**Doc Type 140 Batch.** DP140, State income tax form. Last batch number assigned to a state tax processed for an employee. IR126/2

**Doc Type 140 POI.** DP140. Last employing office number assigned to a state tax document processed for an employee. IR126/2

**Doc Type 140 PP.** DP140. Last pay period number that a state tax document was processed for an employee. IR126/2

**Doc Type 140 User ID.** DP140. User ID of last person who updated the document. IR126/2

**Doc Type 140 Yr.** DP140. Last year that a state tax document was processed for an employee. IR126/2

**Doc Type 150 Batch.** DP150, City/County income tax form. Last batch number assigned to a city or county tax document processed for an employee. IR126/2

**Doc Type 150 POI.** DP150. Last employing office number assigned to city or county tax document processed for an employee. IR126/2

**Doc Type 150 PP.** DP150. Last pay period number that a city or county tax document was processed for an employee. IR126/2

**Doc Type 150 User ID.** DP150. User ID of last person who updated the document. IR126/2

**Doc Type 150 Yr.** DP150. Last year that a city or county tax document was processed for an employee. IR126/2

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**Doc Type 160 Batch.** DP160, SF-1150, Record of Leave Data Transferred. Last batch assigned to a leave data transfer document processed for an employee. IR126/2

**Doc Type 160 POI.** DP160. Last employing office number assigned to a leave data transfer document processed for an employee. IR126/2

**Doc Type 160 PP.** DP160. Last pay period that a leave data transfer document was processed for an employee. IR126/2

**Doc Type 160 User ID.** DP160. User ID of last person who updated the document. IR126/2

**Doc Type 160 Yr.** DP160. Last year that a leave data transfer document was processed for an employee. IR126/2

**Doc Type 165 Batch.** DP165, AD-582, Restored Annual Leave. Last batch number assigned to a restored annual leave document processed for an employee. IR126/2

**Doc Type 165 POI.** DP165. Last employing office number assigned to a restored annual leave document processed for an employee. IR126/2

**Doc Type 165 PP.** DP165. Last pay period number that a restored annual leave document was processed for an employee. IR126/2

**Doc Type 165 User ID.** DP. User ID of last person who updated the document. IR126/2

**Doc Type 165 Yr.** DP165. Last year that a restored annual leave document was processed for an employee. IR126/2

**Doc Type 170 Batch.** DP170, SF-1192, Savings Bond. Last batch number assigned to a savings bond authorization document processed for an employee. IR126/2

**Doc Type 170 POI.** DP170. Last employing office number assigned to a savings bond authorization document processed for an employee. IR126/2

**Doc Type 170 PP.** DP170. Last pay period number that a savings bond authorization document was processed for an employee. IR126/2

**Doc Type 170 User ID.** DP170. User ID of last person who updated the document. IR126/2

**Doc Type 170 Yr.** DP170. Last year that a savings bond authorization document was processed for an employee. IR126/2

**Doc Type 180 Batch.** DP180, SF-2809/2810, Fed Health Benefits. Last batch assigned to a health benefits document processed for an employee. IR126/2

**Doc Type 180 POI.** DP180. Last employing office number assigned to a health benefits document processed for an employee. IR126/2

**Doc Type 180 PP.** DP180. Last pay period number that a health benefits document was processed for an employee. IR126/2

**Doc Type 180 User ID.** DP180. Code that indicates the method used to update the SF2809/2810 document. The codes are:

EEXPR = Employee Express  
EEXTL = Telephone  
EEXWB = Employee Personal Page  
EEXKIO = Kiosk

IR126/2

**Doc Type 180 Yr.** DP180. Last year that a health benefits document was processed for an employee. IR126/2

**Doc Type 185 Batch.** DP185, Flexfund Flexible Spending Account. Batch number assigned to the last flexfund document. IR126/2

**Doc Type 185 POI.** DP185. Last employing office number assigned to a flexfund document processed for an employee. IR126/2

**Doc Type 185 PP.** DP185. Pay period that the last flexfund document was processed. IR126/2

**Doc Type 185 User ID.** DP185. User ID of last person who updated the document. IR126/2

**Doc Type 185 Yr.** DP185. Last year that a flexfund document was processed for an employee. IR126/2

**Doc Type 195 Batch.** DP195, AD-747, Child Care/Alimony Ded. Last batch number assigned to a child support or alimony deduction document processed for an employee. IR126/2

**Doc Type 195 POI.** DP195. Last employing office number assigned to a child support or alimony deduction document processed for an employee. IR126/2

**Doc Type 195 PP.** DP195. Last pay period number that a child support or alimony deduction document was processed for an employee. IR126/2

**Doc Type 195 User ID.** DP195. User ID of last person who updated the document. IR126/2

**Doc Type 195 Yr.** DP195. Last year that a child support or alimony document was processed for an employee. IR126/2

**Document Batch.** Batch number assigned to the last document assigned to the database. IR101, IR201

**Document Batch PP.** Actual pay period that the last document applied to the database. IR101, IR201

**Document Batch YR.** Actual pay period year that the last document applied to the database. IR101, IR201

**Document Description Code.** Identifies the last type of document that was processed. If the last action processed is a permanent action, the element will reflect the nature of action code and CSC authority codes specified on the personnel action. If the last action processed is other than a personnel action, the element will reflect a code that will identify the type of document that was processed. IR101, IR201

**Document Effective Date Day.** Effective day of the document that was last processed. IR101, IR201

**Document Effective Date Month.** Effective month of the document that was last processed. IR101, IR201

**Document Effective Date Year.** Effective year of the document that was last processed. IR101, IR201

**Dollar Amt Of Deduction.** Indicates specific amount elected by employee, to be distributed among the TSP investment funds. IR119, IR518

**DT Retention Allow Day.** Expiration day of the time period covered by the retention payment. IR102/1

**DT Retention Allow Month.** Expiration month of the time period covered by the retention payment. IR102/1

**DT Retention Allow Year.** Expiration year of the time period covered by the retention payment. IR102/1

**Dues Code.** Code used to determine if dues are for an organization or a union. The codes are:

a = association  
u = union

IR308

**During Mgrl Prob.** AWOL hours during probation for employee in a supervisory/managerial position. IR133

**During Mgrl Prob.** Hours of approved AWOP during probation for employee in a supervisory/managerial position. IR133

**During Mgrl Prob.** Suspension during probation for employee in a supervisory/managerial position. IR133

**During Probation.** AWOL during probation. Summary of unapproved AWOP occurring during the employee's probationary period. The first 22 days, or 176 hours, of AWOP during the probationary period are forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to extend the employee's probationary period. This is reset to zero at the end of the probationary period. IR133, IR140

**During Probation.** Leave without pay (LWOP) during probation. Summary of approved AWOP occurring during the employee's probationary period. The first 22 days, or 176 hours, of AWOP during the probationary period are forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to extend the employee's probationary period. This is reset to zero at the end of the probationary period. IR133, IR140

**During Probation.** Suspension during probation. Summary of hours of suspension resulting from disciplinary action occurring during the employee's probationary period. The first 22 days, or 176 hours, of AWOP during the probationary period are forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to extend the employee's probationary period. This is reset to zero at the end of the probationary period. IR133, IR140

**During Probation Period.** Number of days that the employee worked while serving an intermittent type of employment for an appointment that is subject to a one year probationary or trial period. This element along with the intermittent elapsed calendar days, the probationary or trial period commencing date, and the LWOP, AWOL, and suspension during probation are used to determine when an employee has completed the one year waiting period. This is reset to zero when the probationary or trial period date is removed. IR129

**During Supv Probation.** AWOL hours for employee while serving in a supervisory management probation period. IR140

**During Supv Probation.** Hours of approved AWOP during probation for employee while serving in a supervisory management position. IR140

**During Supv Probation.** Counter used if the employee is in suspension while serving in a supervisory management position. IR140

**Duty Station Code City.** Identifies the city code of the employee's permanent duty station. IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1

**Duty Station Code County.** Identifies the county or country code of the employee's permanent duty station. If the duty station is located outside of the fifty states, this field is used as a country code, and three zeroes will be entered in this element. IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1

**Duty Station Code State.** Identifies the state or continent code of the employee's permanent duty station. If the duty station is located outside one of the fifty states, the continent code is alphabetic. IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1



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**Duty Station Name City.** Identifies the city name of the employee's permanent duty station. IR122/1, IR522/1

**Duty Station Name County.** Identifies the county name of the employee's permanent duty station. IR122/1, IR522/1

**Duty Station Name State.** Identifies the state name of the employee's permanent duty station. IR122/1, IR522/1

**Earned YTD.** Summary of hours of compensatory leave during that current leave year. Every effort should be made to schedule and use compensatory leave before the end of the leave year after which it was earned. Employees who fail to take compensatory time within that time, lose their right both to compensatory time and to overtime unless the failure is due to an exigency of service beyond the employee's control. This amount is reset to zero at the beginning of the first pay period of the leave year. IR139

**Earnings Limitation Code.** Code that indicates whether the employee is subject to earnings limitations based on the maximum rate for grade GS-15. The codes are:

- Y = yes, employee is subject to earnings limitation
- N = no, employee is not subject to earnings limitation

IR101, IR201, IR501

**Earnings Limitation EX/SES.** Used to control maximum earnings limitation for executive appointment and SES employees. IR102/2

**Earnings Limitation YTD.** FICA tax deductions year to date. IR103, IR202/2

**Earnings YTD.** Year-to-date earnings for an employee in a particular retirement plan. This amount is reset to zero at the beginning of the tax year. IR117

**Educ Level.** Code that indicates the academic level of education attained by the employee. The codes are:

- 01 = no formal education or some elementary school, did not complete
- 02 = elementary school completed, no high school
- 03 = some high school, did not graduate
- 04 = high school graduation or certificate of equivalency
- 05 = terminal occupational program, did not complete
- 06 = terminal occupational program, certificate of completion, diploma, or equivalent
- 07 = some college, less than one year
- 08 = one year of college
- 09 = two years college
- 10 = associate degree

- 11 = three years college
- 12 = four years college
- 13 = bachelor's degree
- 14 = post bachelor's degree
- 15 = first professional
- 16 = post-first professional
- 17 = master's degree
- 18 = post master's degree
- 19 = sixth year degree
- 20 = post-sixth degree
- 21 = doctorate degree
- 22 = post doctorate

IR122/2, IR123/1, IR130, IR222/2, IR223, IR522/2, IR523/1, IR530

**Eff Date Day.** Day of the document that was last processed. IR125, IR225, IR525

**Eff Date Month.** Month of the document that was last processed. IR125, IR225, IR525

**Eff Date Year.** Year of the document that was last processed. IR125, IR225, IR525

**Eff Date of Action Day.** Day the applicable action becomes effective. IR117, IR118, IR142, IR217, IR518, IR542, IR543, IR547

**Eff Date of Action Month.** Month the applicable action becomes effective. IR117, IR118, IR142, IR217, IR518, IR542, IR543, IR547

**Eff Date of Action Year.** Year the applicable action becomes effective. IR117, IR118, IR142, IR217, IR518, IR542, IR543, IR547

**Eff Date of Status Change Day.** Day that employee elected to change distribution of funds amongst the three TSP funds. IR119, IR519

**Eff Date of Status Change Month.** Month that employee elected to change distribution of funds amongst the three TSP funds. IR119, IR519

**Eff Date of Status Change Year.** Year that employee elected to change distribution of funds amongst the three TSP funds. IR119, IR519

**Effective PP.** Last pay period an AD-349 was processed for the employee. IR124

**Effective PP.** Pay period that the time off award hours are granted. IR143

**Effective YR.** Last year an AD-349 was processed for the employee. IR124

**Effective YR.** Year that the time off award hours are granted. IR143

**EIC Code.** Code that reflects the Federal income tax filing status of an employee who is eligible for earned income credit. The database codes are:

- blank = not eligible for earned income credit
- 1 = single or married without spouse filing
- 2 = married with spouse filing

The input document codes are:

- y = married with spouse filing
- n = single or married without spouse filing

IR104

**EIC YTD Amount.** Amount of earned income credit paid the employee during the current calendar year. This amount is reset to zero at the beginning of the new tax year. IR104

**Elapsed Cal Days During Probation.** Calendar days that have elapsed while being subjected to a 1-year probationary or trial period. This is reset at the same time as the intermittent days worked during the probationary period. IR132

**Elapsed Cal Days SCD.** Summary of elapsed calendar days during the calendar year. This counter is updated by 14 each pay period for intermittent employees. The elapsed days are used in conjunction with the intermittent days worked this calendar year to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero when the adjustment is accomplished. IR132

**Elapsed Cal Days Since WGI.** Calendar days that have elapsed while serving in an intermittent type of employment and an in waiting period for a WGI. This is reset when the WGI is granted. IR132

**Elapsed Cal Days To Career.** This element is used in conjunction with the intermittent paid status days to conversion to career tenure; however, this element records the elapsed calendar days. IR132

**Elapsed During Probation.** Calendar days that have elapsed while being subjected to a one year probationary or trial period. The data contained in this element is reset at the same time as the intermittent days worked during the probationary period. IR129

**Elapsed SCD.** Summary of elapsed calendar days during the calendar year. The counter is updated by 14 each pay period while the employee is serving an intermittent appointment. The elapsed days are used in conjunction with the intermittent days worked this calendar year to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero when the adjustment is accomplished. IR129

**Elapsed Since Last WGI.** Calendar days that have elapsed while serving in an intermittent appointment and

in an waiting period for a WGI. This is reset to zero when the WGI is granted. IR129

**Elapsed Toward Career Ten.** This element used in conjunction with Int Paid Status Days to Conv to Career Tenure, except that it records the elapsed calendar days. IR129

**Emergency Hrs YTD.** Summary of hours of emergency military leave used during the calendar year. IR133, IR138

**Emergency PP Hours.** Hours of military leave used during the current pay period. IR138

**Employee Ceiling Ind.** Code that indicates employment under a special program which does not count against the agency ceiling. The codes are:

- 5 = cooperative education program
- 6 = other

IR144, IR244

**Employee Name.** Displays data stored on the employee name database. Data can be entered on this screen. A whole or partial last name, a whole or partial first name, and a middle initial may be entered. This allows the user to determine an employee's SSNO and agency when only a partial last name is known. IR601

**Employee Transfer Ind.** Code that indicates that an employee is transferring to another department/agency. IR144, IR244

**Employee Type.** Code that indicates that object class is charged for GAO employee salary expenditures. IR102/1, IR202/1, IR502/1

**Enrollment Code.** Health benefit code that indicates the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented. IR115, IR215, IR515

**Enrollment Code.** Health benefit code that indicates a specific option such as self only, or family, low, or high. The code are:

- 1 = self only or low
- 2 = family or high

IR115, IR215, IR515

**Enrollment Future Use.** Used for future enrollment. IR115

**Entered Present Grade Date Day.** Day the employee last entered his/her present grade. IR102/1, IR202/1, IR502/1

**Entered Present Grade Date Month.** Month the employee last entered his/her present grade. IR102/1, IR202/1, IR502/1

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**Entered Present Grade Date Year.** Year the employee last entered his/her present grade. IR102/1, IR202/1, IR502/1

**Entered Tour Date Day.** Day the employee entered this tour of employment. IR102/2

**Entered Tour Date Month.** Month the employee entered this tour of employment. IR102/2

**Entered Tour Date Year.** Year the employee entered this tour of employment. IR102/2

**Environmental Differential Rate.** Records the amount of travel allowance the employee is entitled. The amount entered will be included in the employee's database record as a recurring payment for each day worked as shown on the T&A. It also records the hourly rate of WG-10 Step 2 in the coordinated Federal Wage Systems (FWS) area in which the employee works. Used only for FWS employees in computing environmental differential reported on the T&A. IR102/2, IR202/2, IR502/2

**Error Code.** Each pay period the total compensatory leave balance is verified with the balance on the T&A. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is displayed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error. The codes are:

- 0 = no error
- 1 = balance error
- 2 = crossfoot error
- 3 = balance and crossfoot error

IR139

**Excess 30 Day Cntr.** Summary of consecutive calendar days of AWOP in excess of 30 days occurring since the employee received a career conditional appointment. In projecting an employee's completion of the required 3 years of continuous service, the days in this counter are used to extend the employee's waiting period. This is reset to zero when the employee is converted to career tenure. IR140

**Exp Appointment Limit PP.** The pay period the notification is given of the employee's expiration of appointment limitation. IR102/2

**Exp Appointment Limit Report.** Used to monitor the production of the notification that the employee is approaching expiration of an appointment limitation. The codes are:

- y = yes, notification was prepared
- n = no, notification was not prepared

IR102/2

**Exp Appointment Limit YR.** The year the notification is given of the employee's expiration of appointment limitation. IR102/2

**Expire For Ret Day.** Day that the unused sick leave to the credit of an employee with an uncommon tour of duty would have expired had he elected to use this leave. IR133

**Expire For Ret Month.** Month that the unused sick leave to the credit of an employee with an uncommon tour of duty would have expired had he elected to use this leave. IR133

**Expire For Ret Year.** Year that the unused sick leave to the credit of an employee with an uncommon tour of duty would have expired had he elected to use this leave. IR133

**Extra.** Additional exemptions claimed for state taxes because of anticipated deductions in excess of that usually claimed. IR105, IR205

**Extra Deductions.** Additional amount of money withheld for federal taxes at the request of the employee. IR104

**Extra Deductions.** Additional amount of money withheld for state taxes at the request of the employee. IR105, IR205

**Extra Deductions.** Additional amount of money withheld for city income taxes at the request of the employee. IR106, IR206

**Extra Deductions.** Additional amount of money withheld for county income taxes at the request of the employee. IR107, IR207

**Factor Deferred.** Thrift savings deduction factor deferred for the credit side of a thrift savings adjustment. IR121

**Factor Deferred.** Thrift savings deduction factor deferred for the debit side of a thrift savings adjustment. IR121

**Factor Non Deferred.** Thrift savings deduction factor deferred for the credit side of a thrift savings adjustment. IR121

**Factor Non Deferred.** Thrift savings deduction factor deferred for the debit side of a thrift savings adjustment. IR121

**Fair Labor Standards Code.** Indicates whether an employee is covered by the minimum pay and overtime provisions of the Fair Labor Standards Act. The codes are:

- E = exempt FLSA
- N = nonexempt FLSA

IR101, IR201, IR501

**Fatal/Non Fatal Error Ind.** Code that indicates that a personnel action is applied with nonfatal errors, or an action that is processed to clear the previous error. The codes are:

- 0 = no error
- 1 = fatal
- 2 = non-fatal

IR144

**FEGLI Coverage Code.** Records if an employee is eligible or ineligible for participation in FEGLI. If eligible, the code further indicates whether the employee waived coverage, is participating in the regular coverage plan only, or has elected to be covered under the optional insurance plan as well as the regular plan. The codes are:

- A = ineligible
- B = waived all life insurance
- C = basic life only
- D = basic life plus standard option
- E = basic life plus family option
- F = basic life plus standard option and family option
- G = basic life plus additional option with one times pay
- H = basic life plus additional option with one times pay and standard option
- I = basic life plus additional option with one times pay and family option
- J = basic life plus additional option with one times pay and standard option and family option
- K = basic life plus additional option with two times pay
- L = basic life plus additional option with two times pay and standard option
- M = basic life plus additional option with two times pay and family option
- N = basic life plus additional option with two times pay and standard option and family option
- O = basic life plus additional option with three times pay
- P = basic life plus additional option with three times pay and standard option
- Q = basic life plus additional option with three times pay and family option
- R = basic life plus additional option with three times pay and standard and family option
- S = basic life plus additional option with four times pay
- T = basic life plus additional option with four times pay and standard option
- U = basic life plus additional option with four times pay and family option

- V = basic life plus additional option with four times pay and standard and family option
- W = basic life plus additional option with five times pay
- X = basic life plus additional option with five times pay and standard option
- Y = basic life plus additional option with five times pay and family option
- Z = basic life plus additional option with five times pay and standard option and family option

IR101, IR122/1, IR201, IR222/1, IR501, IR522/1

**FEHB Coverage Code.** Records if an employee is either eligible or ineligible for participation in FEHB, and if eligible, whether or not he/she is participating. The codes are:

- 1 = enrolled
- 2 = ineligible
- 3 = waived
- 4 = eligible, pending
- 5 = cancelled

IR115, IR122/2, IR222/2, IR522/2

**FEHB Flag.** Code to control updating the number of days of AWOP toward termination of health benefits and the number of days in pay status following a period of AWOP. The codes are:

- 0 = not applicable
- 1 = update AWOP counter
- 2 = update pay status counter

IR140

**FEHB Termination.** Number of days of AWOP toward termination of health benefits. When the counter reaches 365, the employee's health benefits coverage is terminated. Generally, AWOP must be consecutive for 365 days except when the employee returns to duty and subsequently goes on AWOP within 4 months. In this case, the number of days in the current pay period is combined with the AWOP days from the prior period. IR140

**FERS Coverage Ind.** Code that indicates FERS coverage. The codes are:

- a = automatic
- b = (blank, not covered)
- e = elected

IR117, IR144, IR244, IR517

**Final TA Received.** Code that indicates if the final T&A for a separated employee has been received. The codes are:

- y = yes, final T&A received
- n = no, final T&A not received

IR132

**First Year Savings.** Estimated amount of the first year savings realized because of the award. This only applies to awards with tangible benefits. IR142, IR542

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**Flag.** Code that indicates an invalid accounting code has been accepted and must be corrected. The codes are:

- blank = no error
- 1 = error
- 6 = force accepted
- 7 = force release, MASC has not been updated

IR103

**Flexfactor Participant Code.** Code that allows any health benefits (FEHB or non-Federal) to be deferred from Federal, FICA, and state taxes with the exception of New Jersey and Pennsylvania. The codes are:

- y = tax deferred
- n = non tax deferred
- c = cancellation

IR144, IR244

**FLSA.** Code that indicates whether employee is covered by the minimum pay and overtime provisions of the Fair Labor Standards Act. The codes are:

- e = exempt FLSA
- n = nonexempt FLSA

IR122/1, IR222/1, IR522/1

**Foreign Lang Allowance.** Allowance paid annually to law enforcement officers who are proficient in and use foreign languages in their duties. IR123/2, IR223, IR523/2

**Foreign Lang Pct.** Percentage of basic pay to be used for calculation of the foreign language allowance annual amount. IR123/2, IR223, IR523/2

**Foreign Post Pay Diff Code.** Code that indicates whether an employee is to be paid a post differential. Payment is started and stopped by use of a TC on the T&A. Initial recording of the appropriate TC generates "yes", next recording of appropriate TC. IR109, IR209

**Forfeited.** Hours of compensatory leave forfeited by the employee at the end of the leave year in which the leave should have been paid for by the agency. The compensatory leave forfeited is computed as of the beginning of the first pay period of the leave year. IR139

**Frequency Paid Code.** Indicates frequency employee is paid for payroll deduction computation purposes. The codes are:

- 0 = two weeks
- 1 = four weeks
- 2 = semi-monthly
- 3 = monthly
- 4 = serving without compensation

IR101, IR201, IR501

**From To Code.** Code that indicates whether the personnel action is one that is assigning the employee to a posi-

tion, as with accessions and most change actions, or whether it is taking an employee out of a position, as with separation and nonpay status actions. The codes are:

- 1 = from
- 2 = to

IR123/2

**Frozen CSRS Service.** Total years and months the employee has accrued under the old CSRS at the time the employee changes to the CSRS supplemental system. IR117, IR122/2, IR517, IR522/2

**Frozen Foreign Service Time Mo.** Number of months in the foreign service pension system. IR117

**Frozen Foreign Service Time Yr.** Number of years in the foreign service pension system. IR117

**Frozen Leave Rate.** Base contract salary of the Assistant U.S. Attorney at the time the leave was frozen, before he/she is converted to a presidentially appointed U.S. Attorney. IR136/2

**Frozen Sick Balance.** Amount of sick leave hours frozen when an Assistant U.S. Attorney is converted to a presidentially appointed U.S. Attorney. IR136/2

**Frozen Sick Leave Balance.** Sick leave balance when employee elects to be covered by FERS. IR117, IR136/1, IR217

**Function Code.** Categorizes federal profession, scientific, and engineering personnel. 11 thru 14, 21 thru 24, 31, 41, 51, 81, 91 thru 94, and 99. IR101, IR201, IR501

**Funding Unit.** 5-digit number of which the first two indicate the agency. The second two are unique to the funding unit (a grouping of employees for the purpose of funding performance awards), and the fifth is the last digit of the fiscal year from which the performance awards will be funded. IR123/2

**Gain/Lose Dept.** Code that identifies the federal department that an employee is transferring from or identifies the prior status of an employee who is transferring from an entity other than another federal department. The codes are:

- 1A = military
- 2A = university employee
- 3A = student
- 4A = self employed
- 5A = retirement
- 6A = foreign country or corporation
- 7A = private industry
- 8A = unemployment
- 9A = state or local government
- 1B = unknown

IR122/2, IR123/2, IR522/2, IR523/2

**Geographic Adj Percent.** Used to compute an employee's pay adjustment due to specific geographic location. IR101, IR201, IR501

**Geographic Adj Rate.** Amount of money for geographic adjustment. IR101, IR122/1, IR201, IR222/1, IR501, IR522/1

**Government Distribution Rate.** Employee deduction for a prior year. IR119

**Grade.** Employee's grade as provided under the pay plan for his/her position. Values are valid grade levels within each master record plan. IR101, IR122/1, IR127, IR527, IR128, IR145, IR201, IR222/1, IR227, IR228, IR303, IR312, IR501, IR522/1, IR528, IR547

**Grade.** Employee's grade for the detailed assignment. IR127, IR527

**Grade.** Grade the employee has been assigned to due to a reclassification. IR128, IR528

**Gross Pay YTD.** Amount of gross pay accumulated for the calendar year. This amount is reset to zero at the beginning of the new tax year. IR103

**Headquarters Field Code.** Code that indicates whether an established master record describes headquarters or field positions. The codes are:

1 = headquarters  
2 = field  
blank = not needed

IR523/2

**Health Benefit Change Ind.** Code that indicates a health benefits change. The codes are:

n = no change  
y = change

IR144

**HITS Ded YTD.** Amount of money deducted for hospital insurance. This amount is reset to zero at the beginning of the new tax year. IR103

**HITS Wages YTD.** Wages subject to the hospital insurance tax. This amount is reset to zero at the beginning of the new tax year. IR103

**Hours.** Hours of compensatory leave remaining to the credit of the employee that correspond to a specific rate of pay in effect at the time the leave was earned. IR139

**Hours.** Remaining number of granted time off hours available for use by the employee as of the last pay period the prior leave year. IR143

**Hours Forfeited.** Number of award hours forfeited by the employee in a prior leave year, a year after the pay period and year that they were generated. IR143

**Hours Granted.** Number of award hours granted to an employee. IR143, IR543

**Hours Used.** Number of time off award hours used by the employee. IR143

**ID.** Information that will be printed on the bottom of the check. IR112

**Inactive No Pay Due Ind.** Code that indicates the status of an employee when no T&A will be processed. The codes are:

y = yes  
n = no

IR144

**Indicator Code.** Description of the indicator code of court costs for the alimony and/or child support record currently being displayed. IR306

**Indicator Code.** Description of the indicator code of deduction data for the alimony and/or child support record currently being displayed. IR306

**Indicator Code.** Code that indicates if the child support arrears deduction is to be a dollar or a percentage deduction. The codes are:

0 = bypass this deduction  
1 = recurring arrears dollar deduction  
2 = recurring arrears percentage deduction

IR306

**Initial Severance Payment Amt.** First severance payment amount received. IR134

**Injury Leave OFEC.** Summary of hours of injury leave used during the current leave year. Injury leave is limited to 45 work days for each work-related injury. This amount is reset to zero at the beginning of the first pay period of the leave year. IR140

**Instructional Program.** Indicates the field of study of an employee who has received a bachelor's or higher degree. IR122/2, IR123/1, IR130, IR222/2, IR223, IR522/2, IR523/1, IR530

**Int Days Wkd Last WGI.** Number of work days that an intermittent employee has recorded on the T&A for each pay period. This counter is updated only if a WGI SCD is present. IR303

**Int Elapsed Cal Days WGI.** Calendar days that have elapsed while serving in an intermittent type of employment and in a waiting period for a WGI. This is reset when the WGI is granted. IR303

**Intangible Benefits.** Code that indicates if the benefits to be derived from the award are of an intangible nature. The codes are:

1 = benefits are intangible  
blank = no

IR142, IR542

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**Interim Lump Sum Code.** Code that indicates whether or not an employee receives an interim lump sum payment before the separation is processed. The codes are:

y = yes  
blank = no

IR132, IR136/1

**IP Number.** Personnel position number. Identifies the position occupied by the employee. IR101, IR122/1, IR127, IR145, IR201, IR222/1, IR227, IR501, IR522/1, IR527, IR547

**Issue Code.** Code that indicates to which co-owner or beneficiary the bond will be issued. Up to nine co-owners or beneficiaries may be designated. IR108

**Issue Code.** Code that indicates to which owner the bond will be issued. Up to nine owners may be designated. IR108

**Last Action PP Number.** Pay period number that the most current personnel action was processed. IR123/2

**Last Adj SCD Leave Day.** Day the employee's service computation date for leave was last adjusted. IR102/1

**Last Adj SCD Leave Month.** Month the employee's service computation date for leave was last adjusted. IR102/1

**Last Adj SCD Leave Year.** Year the employee's service computation date for leave was last adjusted. IR102/1

**Last Adj SCD Ret Day.** Day an employee's service computation date for retirement was last adjusted. IR102/1

**Last Adj SCD Ret Month.** Month an employee's service computation date for retirement was last adjusted. IR102/1

**Last Adj SCD Ret Year.** Year an employee's service computation date for retirement was last adjusted. IR102/1

**Last Adj SCD RIF Day.** Day an employee's service computation date for RIF was last adjusted. IR102/1

**Last Adj SCD RIF Month.** Month an employee's service computation date for RIF was last adjusted. IR102/1

**Last Adj SCD RIF Year.** Year an employee's service computation date for RIF was last adjusted. IR102/1

**Last Day Pay Status For Ret Day.** Final day in pay status for deceased or retiring employee. IR132, IR532

**Last Day Pay Status For Ret Month.** Final month in pay status for deceased or retiring employee. IR132, IR532

**Last Day Pay Status For Ret Year.** Final day in pay status for deceased or retiring employee. IR132, IR532

**Last Deduction Pay Period.** Number of the pay period that a bond deduction was last made. IR108

**Last Paid Begin Day.** Beginning day of the pay period that the employee was last paid. IR103

**Last Paid Begin Month.** Beginning month of the pay period that the employee was last paid. IR103

**Last Paid Begin Year.** Beginning year of the pay period that the employee was last paid. IR103

**Last Record WGI Day.** Day the WGI SCD was last recorded. IR102/1

**Last Record WGI Month.** Month the WGI SCD was last recorded. IR102/1

**Last Record WGI Year.** Year the WGI SCD was last recorded. IR102/1

**Law Bar Membership Code.** Code that indicates if an individual has a law degree and is a member of the bar. The codes are:

0 = n/a  
1 = has a law degree  
2 = has a law degree and is a member of the bar.

If this code equals 2, then the state of the bar must be present. If this condition fails, the message "state of bar reqd" is displayed. If the code equals 1 or 2, the organizational structure code of the agency must equal 56, and the occupational series code must equal 0905, 1224, or 1222. If this condition fails, the message "agcy must equal 56 and series must equal 0905, 1224, or 1222" is displayed. IR123/1

**Leave Accruals YTD.** Summary of home leave accrued during the current leave year. This amount is reset to zero at the beginning of the first pay period of the leave year. IR138

**Leave Accruals YTD.** Summary of shore leave accrued during the current leave year. This amount is reset to zero at the beginning of the first pay period of the leave year. IR138

**Leave Carryover.** Number of days of military leave carried over from the prior fiscal year to the current fiscal year. IR138

**Leave Changed Date.** Julian date the annual/sick leave record was updated. IR136/1

**Leave Changed Id.** User ID that updated the annual/sick record. IR136/1

**Leave Days Prior Year.** Number of days of military leave carried over into the prior fiscal year. IR138

**Leave Earn Status During PP.** Records whether or not an employee is entitled to leave accruals for the first (or last) pay period of leave eligibility. First pay period

means that pay period in which the employee first becomes eligible to earn leave. This data is needed for certain tours of duty because of the complexity of the leave regulations for determining whether or not the employee is entitled to earn leave when certain conditions are present during the first or last pay period. The code entered determines only entitlement to earn. The codes are:

- y = yes, employee is entitled to earn leave
- n = no, employee is not entitled to earn leave

IR122/2, IR136/1, IR522/2

**Leave Earnings Status Pay Period.** Records whether or not an employee is entitled to leave accruals for the first (or last) pay period of leave eligibility. First pay period means that pay period in which the employee first becomes eligible to earn leave. This data is needed for certain tours of duty because of the complexity of the leave regulations for determining whether or not the employee is entitled to earn leave when certain conditions are present during the first or last pay period. The code entered determines only entitlement to earn leave during the first pay period. It does not indicate whether or not the employee is eligible to earn leave. The codes are:

- y = yes, employee is entitled to earn leave
- n = no, employee is not entitled to earn leave

IR502/2

**Leave Forfeited.** Hours of annual leave forfeited by the employee at the end of the leave year whenever his current annual leave balance is in excess of the number of hours to which he is entitled to carry forward from one leave year to the next. The annual leave forfeited is computed as of the beginning of the first full pay period of the leave year. IR136/1

**Leave Restored Forfeited.** The number of restored annual leave hours forfeited because of not being used within the prescribed time. IR136/1

**Leave Retirement RIF.** Summary of unapproved AWOP hours occurring during the current calendar year. The first 6 months, or 1040 hours of AWOP each calendar year is forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This amount is reset to zero as of the end of the calendar year. IR140

**Leave Retirement RIF.** Summary of suspension hours resulting from disciplinary action occurring during the current calendar year. The first 6 months, or 1040 hours, of AWOP each calendar year is forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to adjust the service computation dates for

leave, retirement, and RIF. This amount is reset to zero as of the end of the calendar year. IR140

**Leave Retirement RIF.** Summary of unapproved AWOP hours occurring during the current calendar year. The first 6 months, or 1040 hours, of AWOP each calendar year is forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This amount is reset to zero as of the end of the calendar year. IR140

**Leave Used Relig Obser YTD.** Compensatory time granted for religious observance. Such time may be advanced to the employee or may be charged to current compensatory leave balance. If advanced, the time shall be repaid by the end of the leave year in which it was granted. IR139

**Leave Used YTD.** Summary of hours of leave used during the current leave year. Each pay period the usage is updated by the number of hours recorded in the T&A. This is reset to zero at the beginning of the first pay period of the leave year. IR133, IR136/1, IR138

**LEO Indicator.** Code that determines whether an employee is a law enforcement officer. IR101, IR201, IR501

**Locality Table Code.** Code that identifies salary tables associated with Interim Geographic Adjustment, Law Enforcement Officers pay, and locality based comparability payments. These codes are found in TMGT Table 016, Geographical Location Code with Names. This is system generated on the employee's salary database record based on the employee's duty station. IR101, IR201, IR501

**Location Cd.** Code that indicates location of employee's duty station. Codes are:

- 2 = territory
- 3 = foreign
- 4 = Washington D.C. metropolitan area
- 5 = U.S. outside Washington D.C. metropolitan area
- 6 = Alaska
- 7 = Hawaii

IR101, IR201

**Longevity Percent.** Percent computation of the longevity of secret service employees. IR102/1, IR202/1, IR502/1

**LT 063 EO.** Last employing office number assigned to an AD-350 submitted for an employee. IR222/2

**LT 063 PP.** Last pay period an AD-350A was processed for an employee. IR222/2



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**LT 063 YR.** Last year an AD-350A was processed for an employee. IR222/2

**LT 349 EO.** Last employing office number assigned to an AD-349 submitted for an employee. IR222/2

**LT 349 PP.** Last pay period an AD-349 was processed for an employee. IR222/2

**LT 349 YR.** Last year an AD-349 was processed for an employee. IR222/2

**Lump Sum Ending Date Hours.** Number of hours applicable to the last day of the lump sum payment. IR132

**Lump Sum Leave Paid.** Total hours of annual leave for which the employee is paid a lump sum amount at the time of separation. IR133

**LV Retirement RIF.** AWOL (leave, retirement, and RIF). Summary of hours of unapproved AWOP occurring during the current calendar year. The first 6 months, or 1040 hours of AWOP each calendar year is forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero at the end of the calendar year. IR133

**LV Retirement RIF.** LWOP (leave, retirement, and RIF). Summary of hours of approved AWOP occurring during the current calendar year. The first 6 months, or 1040 hours of AWOP each calendar year is forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero at the end of the calendar year. IR133

**LV Retirement RIF.** Suspension (leave, retirement, and RIF). Summary of hours of suspension resulting from disciplinary action occurring during the current calendar year. The first 6 months, or 1040 hours of AWOP each calendar year is forgiven. The excess is first converted to work days that are subsequently converted to calendar days using a ratio of 7/5. The calendar days are used to adjust the service computation dates for leave, retirement, and RIF. This is reset to zero at the end of the calendar year. IR133

**LWOP Since Last WGI.** Summary of hours of approved AWOP occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. The excess is first converted to work days using a ratio of 7/5. The calendar days are used to extend the employee's waiting period for

the next WGI. This is reset to zero when the WGI is granted. IR303

**LWOP/AWOP Excess 1040.** LWOP/AWOP in excess of 1040 hours. IR140

**Mail Room Location.** GAO locator mail room identifier. IR145

**Maximum Percentage.** Maximum percentage to be deducted from the employee's salary for alimony and/or child support payments. IR306

**Merit Pay Computed Salary.** This field is no longer in use. IR123/2

**Merit Pay Increase Amount.** This field is no longer in use. IR123/2

**Minimum Deduction Amt.** Minimum to be deducted per pay period or amount to be added to deduction amount used for Locals 0075, 2477, and 2910. IR308, IR309

**Minus Sick Lv Cd.** Code that indicates that advanced sick leave is forgiven when computing lump sum payment. The codes are:

0 = not applicable

1 = forgiven

IR133

**MR.** Master record number; identifies a unique master position, linked to agency, SSN, and grade. The values are agency assigned standard job number and/or unique number or alphas. IR101, IR122/1 IR127, IR145, IR201, IR222/1, IR501, IR522/1, IR527, IR547

**MR No.** Number that identifies a unique master position for the detailed assignment. IR127, IR227, IR527

**Multi Element Change Ind.** Code that indicates that a multi-element document was processed. IR144

**Name Correction Ind.** Code that indicates if the record contains a name correction. The codes are:

y = yes, a name correction

n = no name correction

IR144

**Nat Act 1st 3 Pos.** Code identifying first type of personnel action being taken on an employee when two personnel actions are processed. IR522/1

**Nat Act 2nd 3 Pos.** This element will be furnished when there are two nature of actions on one personnel action. If only one nature of action is involved, it will appear in the first block. If two actions are being taken, record the first action in first block and the second in the second block. In the majority of cases both nature of action codes will be used when a correction or cancellation to a personnel action is processed. IR122/1, IR132, IR222/1, IR522/1

**Nat Act Auth 1st.** First 3-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the first nature of action code. IR122/1, IR145, IR222/1, IR522/1

**Nat Act Auth 1st.** Second 3-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the first nature of action code. IR122/1, IR145, IR222/1, IR522/1

**Nat Act Auth 2nd.** First 3-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the second nature of action code. IR122/1, IR132, IR145, IR222/1, IR522/1, IR532

**Nat Act Auth 2nd.** Second 3-digit alphanumeric code assigned by the office of personnel to identify the legal authority for the second nature of action code. IR122/1, IR132, IR145, IR222/1, IR522/1, IR532

**Nature Of Action.** Code that identifies the last type of document that was processed. If the last action processed is a personnel action, the element will reflect the nature of action code and CSC authority codes specified on the personnel action. If the last action that processed is other than a personnel action, then the element will reflect a code that identifies the type of payroll document that was processed. IR125, IR225

**Nature Of Action.** Code that identifies the 2nd type of personnel action being taken for an employee when two personnel actions are processed. IR525, IR543

**Nature Of Action 2nd Auth.** Second 3-digit alphanumeric code assigned by OPM to identify the legal authority for the second nature of action code. IR532

**Need Toward Conv Career.** Work days needed to complete waiting period. This field will contain data if the type of appointment code is a 2 or a 7 and the projected career or permanent tenure date will be reached in the next pay period. It will contain the number of days between the ending date of the next pay period and the projected career or permanent tenure date. IR129

**NFC ASD Date2 Day.** Multi use day for use by ASD until a database change is made. IR123/2

**NFC ASD Date2 Month.** Multi use month for use by ASD until a database change is made. IR123/2

**NFC ASD Date2 Year.** Multi use year for use by ASD until a database change is made. IR123/2

**NFC ASD Salary.** Multi use salary field for use by ASD until a database change is made. IR123/2, IR523/2

**NFC Data Base Modification Ind.** Code that indicates a change has been made to an employee's master since the running of the BEAR system. The codes are:

n = no change

y = change

IR144

**NFC Employee Status.** Code that indicates employee status as related to payroll processing. The codes are:

0 = n/a

1 = yes

IR123/2

**NOA 1st.** Nature of action first code for OPM. The purpose of this element to record, by code and description, type of personnel action being taken on the employee pursuant to his/her employment with the department and the legal authority for the first nature of action code. Nature of action description and other data, such as personnel action authorities, the basis for the action, and the type of appointment, are determined from the code entered in this block. In addition, numerous audits for conformity and validity of the data on the action are based on the code shown for this element. IR101, IR122/1, IR222/1, IR201, IR501, IR542

**NOA 2nd.** Nature of action second code for OPM. This element will be furnished when there are two nature of actions on one personnel action. If only one nature of action is involved, it will appear in the first block. If two actions are being taken, record the first action in the first block and the second action in the second block. In the majority of cases both nature of action codes will be used when a correction or cancellation to a personnel action is processed. IR101, IR122/1, IR145, IR201, IR501

**NOA Correction Date Day.** Day the corrective nature of action becomes effective. IR123/2

**NOA Correction Date Month.** Month the corrective nature of action becomes effective. IR123/2

**NOA Correction Date Year.** Year the corrective nature of action becomes effective. IR123/2

**NOA Previous 3 Positions.** OPM nature of action code of a previous action when this item is to be corrected. IR123/2

**NOA Previous 5 Positions.** USDA nature of action code of a previous action to be corrected or restored. IR123/1

**Non Deferred Ded YTD.** Nondeferred retirement amount deducted for the calendar year. IR117

**Non Deferred Ded YTD.** Nondeferred thrift savings amount deducted for the calendar year. This amount is reset to zero at the beginning of the new tax year. IR118

**Non Deferred Ded Factor.** Nondeferred thrift savings percent or amount to be deducted. IR118, IR218, IR518

**Non Deferred Deduction.** Nondeferred retirement percent or amount to be deducted. IR117, IR217

**Non Pay NTE Day.** Day the employee's nonpay status expires. IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1

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**Non Pay NTE Month.** Month the employee's nonpay status expires. IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1

**Non Pay NTE Year.** Year the employee's nonpay status expires. IR102/2, IR122/1, IR202/2, IR222/1, IR502/2, IR522/1

**Noncred SVC Date From Day.** Work field that can be used to enter the beginning day of any noncreditable service. For this screen, data can be entered into this field. IR135

**Noncred SVC Date From Month.** Work field that can be used to enter the beginning month of any noncreditable service. For this screen, data can be entered into this field. IR135

**Noncred SVC Date From Year.** Work field that can be used to enter the beginning year of any noncreditable service. For this screen, data can be entered into this field. IR135

**Noncred SVC Date To Day.** Work field that can be used to enter the ending day of any noncreditable service. For this screen, data can be entered into this field. IR135

**Noncred SVC Date To Month.** Work field that can be used to enter the ending month of any noncreditable service. For this screen, data can be entered into this field. IR135

**Noncred SVC Date To Year.** Work field that can be used to enter the ending year of any noncreditable service. For this screen, data can be entered into this field. IR135

**Num Bond Issued This PP.** Total number of bonds issued for each authorization during the current pay period. IR108

**Number.** Number of exemptions claimed by the employee for state tax purposes. IR105, IR205

**Number Exemptions.** Number of exemptions claimed by the employee for city income tax purposes. IR106, IR206

**Number Exemptions.** Number of exemptions claimed by the employee for county income tax purposes. IR107, IR207

**Number Of Coowner/Beneficiary.** Total number of persons designated as co-owners or beneficiaries for bond issuance. IR108

**Number Of Exemptions.** Number of exemptions claimed by the employee for federal tax purposes. A

value of "xt" in this field indicates the employee is exempt from federal taxes. IR104

**Number Of Owners.** Total number of persons designated as owners for bond issuance. IR108

**Number Of Pay Periods.** Total number of pay periods the deduction is to be made. IR121

**Number Persons Receiving Award.** Number of persons involved in the cash award. IR142, IR542

**Number PP With No Deduction.** Total number of consecutive pay periods for which no bond deductions were made. IR108

**OASDI Ded YTD.** FICA tax deductions year to date. IR103

**OASDI Wages YTD.** Total wages subject to FICA tax paid during current calendar year. This amount is reset to zero at the beginning of the new tax year. IR103

**OCC Series.** Occupation series code. Identifies the exact occupational group to which the employee's position has been classified. IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1, IR547

**OCC Series Function Code.** Functional code of the occupational series the employee has been assigned to due to a reclassification of duties. IR128, IR528

**OCC Series Function Code.** Code that indicates federal professional, scientific, and engineering personnel. Valid values are 11 thru 14, 21 thru 24, 31, 41, 51, 81, 91 thru 94, 99. IR128, IR228, IR528

**Occupation Series.** Occupational series the employee has been assigned to due to a reclassification of duties. IR128, IR228, IR528

**Occupation Series.** Exact occupational group to which the employee's position has been classified. IR128, IR228, IR528

**Option A Factor.** Amount of life insurance coverage. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, the element should depict the amount selected in thousands. If the coverage is the percent of basic coverage, the element should display the percent. If coverage is in multiples of basic contract salary, the element should depict the number of multitudes with leading zeros. If coverage is a fixed amount, the element should depict zeroes. Where a fixed amount option has suboptions available, then the first character of the element should be 1, 2, 3, or 4 followed by 3 zeroes. IR116, IR216

**Option B Factor.** Amount of life insurance coverage. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, the element should depict the amount selected, in thousands. If the coverage is a percent of basic coverage, the element should display the percent. If coverage is in multiples of basic contract salary, the element should depict the number of multitudes with leading zeros. If coverage is a fixed amount, the element should depict zeroes. Where a fixed amount option has suboptions available, then the first character of the element should be 1, 2, 3, or 4 followed by 3 zeroes. IR116, IR216

**Option C Factor.** Amount of life insurance coverage. If the option is not selected, the element will have spaces. If the coverage is stated in thousands of dollars, the element should depict the amount selected in thousands. If the coverage is a percent of basic coverage, the element should depict the percent. If coverage is in multiples of basic contract salary, the element should display the number of multitudes with leading zeros. If coverage is a fixed amount, the element should depict zeroes. Where a fixed amount option has suboptions available, then the first element should be 1, 2, 3, or 4 followed by 3 zeroes. IR116, IR216

**Option Code.** Code that identifies the options within a flexfund flexible spending account. This code is assigned by NFC. IR113, IR213

**Org Structure Code.** Organizational Structure Code. The organizational structure code identifies the agency, by code, as assigned to the department of agriculture by office of personnel. IR101, IR122/1, IR131, IR145, IR146, IR201, IR222/1, IR501, IR522/1, IR547

**Other Pay.** Counter that calculates total salary to include adjusted salary, AUO, availability pay, retention allowance, supervisory differential, and staffing differential. IR122/1, IR1222/1, IR522/1

**Over Ceiling Lv Day.** Day through which lump sum payment for leave above the annual leave ceiling carries. IR133

**Over Ceiling Lv Month.** Month through which lump-sum payment for leave above the annual leave ceiling carries. IR133

**Over Ceiling Lv Year.** Year through which lump sum payment for leave above the annual leave ceiling carries. IR133

**Overpay Carry YTD.** Amount of earnings carried over from one calendar year to the next. This is done because FEPCA requires that earnings that are not payable to an employee because he/she has exceeded the annual earn-

ings limitation for a calendar year must be carried to the next year for payment to the employee. IR103

**Owner Number.** Number assigned to each bond owner within an authorization. IR108

**Owner SSN.** Social security number of the person designated as owner of the bond authorization. IR108

**Paid Status Code.** Code that indicates whether or not the employee was paid for the current pay period. The codes are:

- 0 = not paid
- 1 = paid, T&A
- 2 = without compensation
- 3 = paid, other than T&A

IR101

**Paid Status Days To Career.** Controls the waiting period for conversion to career or permanent tenure. The number of days is reset upon completion of the 3-year waiting period at which time the conversion date toward career or permanent is removed. IR132

**Part Time Carryover Hours.** Part-time employees with a regularly assigned tour of duty accrue annual leave on the basis of the number of base hours in a pay status. Those hours of service in a pay status that do not equal the number necessary to credit one hour of annual leave are carried forward from one pay period to the next. IR136/1

**Part Time Carryover Hours.** Part-time employees with a regularly assigned tour of duty accrue sick leave on the basis of 1 hour for every 20 base hours in a pay status. Those hours of service in a pay status that do not equal the number necessary to credit one hour of annual leave are carried forward from one pay period to the next. IR136/1

**Part Time FEHB Coverage.** Public Law 95-437, dated 10/10/78, requires that part-time employees serving in part-time positions on the first day of the first pay period beginning on or after 4/79, are entitled to the full contribution. The codes are:

- 0 = not applicable
- 1 = part-time with partial coverage
- 2 = part-time with full coverage

IR115, IR515

**Participation Eligibility Code.** Retirement code that indicates the employee's eligibility for participation, and, if eligible, whether or not he/she is participating. Blank=government. IR117, IR217

**PATCO.** Code that indicates one of the seven major categories based on occupational series. The codes are:

- P = professional
- A = administrative
- T = technical

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C = clerical  
O = other  
B = blue collar  
M = mixed collar

IR123/1, IR223, IR523/1

**Pattern/Level.** Performance ratings are composed of two distinct elements. They are the rating pattern and the actual rating level which the employee has demonstrated/earned during the preceding rating period. The performance rating pattern codes are:

Pattern A = 1, 3  
Pattern B = 1, 3, 5  
Pattern C = 1, 3, 4  
Pattern D = 1, 2, 3  
Pattern E = 1, 3, 4, 5  
Pattern F = 1, 2, 3, 5  
Pattern G = 1, 2, 3, 4  
Pattern H = 1, 2, 3, 4, 5

The performance level value codes are:

Level 1 = unacceptable  
Level 2 = marginal  
Level 3 = fully successful  
Level 4 = superior  
Level 5 = outstanding

IR304

**Pay Level Adjustment.** Pay level adjustment of SES employees. IR313

**Pay Period Notification Given.** Pay period that is stored in the database whenever a WGI notice is given. IR303

**Pay Plan.** The pay plan applicable to the employee. The codes are:

AD = Administratively determined rates not elsewhere specified  
AE = Determined by the Secretary  
AL = Administrative Law Judge, PL 101-509  
CA = Contract Appeals, PL 101-509  
CP = Capitol Police Civilian Pay  
DB = Davis Bacon Act  
E = Executive, FDIC  
ED = Experts, 5 USC 3109  
EE = Experts, other  
EF = Consultant, 5 USC 3109  
EG = Consultant, other  
EH = Advisory Committee Member, 5 USC 3109  
EI = Advisory Committee Member, other  
ES = Senior Executive Service  
EX = Executive Pay Act  
FC = Agency for International Development  
FE = Senior Foreign Service

FN = Foreign National  
FO = Foreign Service Officer  
FP = Foreign Service Personnel  
FS = Foreign Schedule  
GG = Grades similar to General Schedule  
GH = GG employee under Merit Pay  
GM = Merit Pay system  
GS = Classification Act of 1949, as amended  
GT = Gift and Trust  
HA = Approved by the Secretary  
HG = Local Wage Scale, hourly  
HL = Local Wage Scale, hourly  
HS = Local Wage Scale, hourly  
IC = Consultant  
IE = Institution Executive Schedule  
IJ = Immigration Judges  
IL = Institution Senior Level Position  
IS = Institution Schedule  
KG = Non-craft Non-supervisory, Bureau of Engraving and Printing only  
KL = Non-craft Leader, Bureau of Engraving and Printing only  
KS = Non-craft Supervisory, Bureau of Engraving and Printing only  
LE = United States Secret Service Uniformed Division  
LG = Liquidation Graders  
LP = Capitol Police Law Enforcement Pay  
NF = Non-Federal  
NX = Executive Level/Managerial, NS PL 103-82 Subtitle G Sec 195 (B)  
NY = All other positions, NS PL 103-82 Subtitle G Sec 195 (B)  
OC = Office of the Comptroller of the Currency only  
PA = Attorneys under GAO's Pay for Performance  
PE = Evaluators and related occupations in professional category 2 under GAO's Pay for Performance  
PG = Printing & Lithographic, hourly (Washington, D.C. only)  
PL = Printing & Lithographic, hourly (Washington, D.C. only)  
PS = Printing & Lithographic, hourly (Washington, D.C. only)  
RA = Approved by the Board of Regents  
RG = Garage Attendants  
RS = Senior Biomedical Service  
RW = U.S. Senate Restaurant Workers  
SB = Determined by the Secretary  
SL = Senior Level Positions Code Definition  
SP = Special Pay for Local Police

**Payroll/Personnel Manual**  
**Information Research/Inquiry System**

Title I  
Chapter 15  
Appendix

SR = Statutory Rates  
ST = Scientific and Technical,  
5 USC 3104—formerly PL—313  
TR = Police Forces, U.S. Mint and Bureau of  
Engraving and Printing  
VE = Reserved for Farm Credit  
Administration (FCA)  
VG = FCA equivalent to Pay Plan GG, but at a  
higher rate scale  
VH = FCA equivalent to Pay Plan GH, but at a  
higher rate scale  
WB = All Other FWS Positions  
WD = FWS, Production Facilitating  
Nonsupervisory  
WE = Craft, Bureau of Engraving and Printing  
only  
WG = Nonsupervisory Pay Schedules, FWS  
WI = FWS, Printing and Lithographic  
(Washington, D.C. metropolitan area only)  
WL = FWS, Leader Pay Schedules  
WM = FWS, Maritime Pay Schedules  
WN = FWS, Production Facilitating  
Supervisory  
WS = FWS, Supervisory Pay Schedules  
WT = Wage Apprentice and Shop Trainee  
XD = Printing Schedule, Nonsupervisory  
Production Facilitating Jobs  
XL = Printing Schedule, Leader Jobs  
XN = Printing Schedule, Supervisory  
Production Facilitating Jobs  
XP = Printing Schedule, Nonsupervisory Jobs  
XS = Printing Schedule, Supervisory Jobs  
ZA = Administrative Career Path  
ZP = National Zoological Park Police,  
Smithsonian Institution  
ZP = Scientific and Engineering Career Path,  
NIST Personnel Management  
Demonstration Project  
ZS = Administrative Support Career Path, NIST  
Personnel Management  
Demonstration Project  
ZT = Scientific and Engineering Technician  
Career Path, NIST Personnel  
Management Demonstration Project  
ZZ = Use only with Pay Basis Without  
Compensation

IR101, IR122/1, IR127, IR128, IR145, IR201, IR222/1,  
IR227, IR303, IR312, IR501, IR522/1, IR527, IR547

**Pay Plan.** Pay plan the employee has been assigned to  
due to a reclassification of duties. IR128, IR228, IR528

**Pay Protection Flag.** Code that is used in conjunction  
with the GAO pay for performance system for all grades  
12 through 14. The codes are:

y = yes  
n = no

IR123/2, IR223

**Pay Raise Rate Lump Sum.** Pay raise rate for a sepa-  
rated employee where lump sum carries through pay  
raise date. IR132

**Pay Raise Stale Action Salary.** Amount used to verify  
salary increase on a late personnel action. IR502/2

**Pay Raise Verify Salary.** Amount used to verify salary  
rate increases for administratively determined pay rates.  
IR502/2

**Pay Rate Determinate Code.** Code that records whether  
the employee is receiving a rate of pay other than the reg-  
ular rate for the position. If the employee is receiving pay  
other than the regular rate, this code identifies the legal  
and/or regulatory basis. Therefore, the pay rate determi-  
nant code will be validated using TMGT. The acceptable  
pay rate determinant codes are:

0 = not applicable  
2 = Saved Rate, indefinite  
3 = Retained Pay, Special Rate Adjustment  
4 = Saved Rate, other  
5 = Special and Superior Qualifications Rate  
6 = Special Rate  
7 = Superior Qualifications Rate  
A = Retained Grade, different position  
B = Retained Grade, same position  
C = Critical Position Pay  
E = Retained Grade and Special Rate,  
different position  
F = Retained Grade and Special Rate, same  
position  
J = Retained Pay, same position  
K = Retained Pay, different position  
M = Continued IGA/LEO Pay  
S = Continued SES Basic Pay  
U = Retained Grade and Pay, same position  
V = Retained Grade and Pay, different position

IR101, IR122/1, IR201, IR222/1, IR501, IR522/1

**Pay Status After AWOP.** Number of days in pay status  
following a period of AWOP. IR140

**Pay Table Code.** Pay table special rate as defined in FPM  
Supplement 990–2. IR101, IR201, IR501

**Payee Address.** Indicates the address of the payee.  
IR114

**Payee Name.** Indicates the name of the payee. IR114,  
IR113, IR116, IR216 IR213

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**Payee Name.** Name of payee for disbursement of monies for nonfederal retirement, health benefits, life insurance, and thrift savings accounts. IR133

**Payee Name & Address.** Discretionary allotment payment name and address. This displays to whom the check is written. IR112

**Payment Amount.** Amount to be deducted each pay period for financial organization allotment. IR120

**Payment Begins PP.** Pay period the collection will begin. IR121

**Payment Begins YR.** Year the collection will begin. IR121

**Percent Deduction.** Percentage of the employee's base wages to be deducted from the employee's salary for union dues. IR308, IR309

**Percent Deduction Per PP.** Percentage of applicable earnings to be deducted each pay period for the receipt account. IR114

**Percent Of Deduction.** Percentage rate of deduction elected by employee. IR119, IR519

**Percent Per PP.** Percent to be deducted each pay period from an employee's salary for alimony and/or child support payments. IR306

**Percent Per PP.** Percent of arrears deduction to be made each pay period for child support and alimony. IR306

**Perf Evaluation Anniversary Day.** Day the employee's performance evaluation is due. IR123/1, IR303, IR304, IR305, IR314

**Perf Evaluation Anniversary Month.** Month the employee's performance evaluation is due. IR123/1, IR303, IR304, IR305, IR314

**Perf Evaluation Anniversary Year.** Year the employee's performance evaluation is due. IR123/1, IR303, IR304, IR305, IR314

**Perf Evaluation Eligibility Code.** Control field that is used to determine if an employee is on the applicable anniversary date. Employees that are not eligible are: aliens (Citizenship Code 2), FHA County Committeemen (Agency 7, Special Employee Code 04), hearing examiners (Occupational Series Code 0935), fee basis and WOCS (Salary Rate Code FB or WO), and employees that are cooperative or jointly controlled. The codes are:

y = yes, employee is eligible to receive performance evaluation

n = no, employee is not eligible  
IR123/1

**Perf Evaluation Generated PP.** Pay period that the performance evaluation was generated. IR123/1

**Perf Evaluation Generated YR.** Year that the performance evaluation was generated. IR123/1

**Perf Evaluation Pay Period.** Pay period that either the WGI or performance evaluation is prepared. IR123/1

**Perf Evaluation YR.** Year that either the WGI or performance evaluation is prepared. IR123/1

**Perf Penalty Status.** Code that indicates whether an employee has been placed in warning status. The codes are:

y = yes

n = no

IR123/1, IR223

**Perf Rating Scale.** SES numerical performance rating. IR313

**Performance Eval Change Ind.** Code that indicates a performance evaluation change. The codes are:

n = no change

y = change

IR144

**Performance Evaluation Rating.** Code that records in the master file the performance evaluation rating received for current rating period. The codes are:

U = unacceptable

M = marginal

F = fully successful

S = superior

O = outstanding

IR305

**Period Covered From Date Day.** Beginning day of the period for which a cash award was made. IR142, IR542

**Period Covered From Date Month.** Beginning month of the period that a cash award was made. IR142, IR542

**Period Covered From Date Year.** Beginning year of the period that a cash award was made. IR142, IR542

**Period Covered To Date Day.** Ending day of the period that a cash award was made. IR142, IR542

**Period Covered To Date Month.** Ending month of the period that a cash award was made. IR142, IR542

**Period Covered To Date Year.** Ending year of the period that a cash award was made. IR142, IR542

**Pers Action Code.** Code that indicates the type of action being processed. The data will be audited on the basis of the type of action it represents; therefore, a code must always be present in this field. The codes are:

- 1 = accession action
- 2 = official change action

Separation action/unofficial action used by NFC only for the type of action it represents; therefore, a code must always be present in this field. The codes are:

- 1 = accession action
- 2 = official change action
- 3 = separation action
- 4 = unofficial action used by NFC only
- 6 = updating action
- 7 = change action used by NFC only

IR122/1, IR222/1, IR522/1

**Pers Action Effective Day.** Effective day the personnel action is effective. IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1

**Pers Action Effective Month.** Effective month personnel action is effective. IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1

**Pers Action Effective Year.** Effective year the personnel action is effective. IR101, IR122/1, IR145, IR201, IR222/1, IR501, IR522/1

**Pers Auth Date Day.** The day the personnel action is authenticated. IR101, IR501

**Pers Auth Date Month.** The month the personnel action is authenticated. IR101, IR501

**Pers Auth Date Year.** The date the personnel action is authenticated. IR101, IR501

**Personal.** State tax personal exemptions. The codes are:

- 0 = none
- 1 = whole

IR105, IR205

**Personal Exemption.** Maximum net pay amount allowed to be paid to an employee with a tax levy. IR114

**Personnel Action Effective Day.** Day personnel action is effective. IR132, IR532

**Personnel Action Effective Month.** Month personnel action is effective. IR132, IR532

**Personnel Action Effective Year.** Year personnel action is effective. IR132, IR532

**Personnel Office ID.** Identifies by location and code, the office responsible for processing the employee's personnel and related documents and for administering personnel and other matter relating to his/her employment. IR145

**Personnel Use.** Element made available to users until a database change. An element may be created by redefin-

ing NFC-ASD-PERS-Use until the next database change. IR144, IR244

**Physical Handicap Code.** Literal to decode the physical handicap code of the record currently being displayed. IR301, IR302

**Physical Handicap Code.** Code that identifies the physical handicap. This is used for statistical reporting and for placement of employees in positions that require special physical qualifications. The codes are:

- 01= individual does not wish to have handicap status officially recorded or has misidentifies himself/herself
- 05= no handicap
- 06= handicap not listed
- 13= severe speech malfunction or inability to speak, but has normal hearing
- 15= hard of hearing
- 16= total deafness in both ears, with understandable speech
- 17= total deafness in both ears, unable to speak clearly
- 22= ability to read ordinary size print with glasses, with loss of peripheral vision
- 23= inability to read ordinary size print, not correctable by glasses
- 24= blind in one eye
- 25= blind in both eyes
- 27= missing one hand
- 28= missing one arm
- 29= missing one foot
- 32= missing one leg
- 33= missing both hands or arms
- 34= missing feet or legs
- 35= missing one hand or arm and one foot or leg
- 36= missing one hand or arm and both feet or legs
- 37= missing both hands or arms and one foot or leg
- 38= missing both hands or arms and both feet or legs
- 44= chronic pain, stiffness, or weakness of one or both hands
- 45= chronic pain, stiffness, or weakness of one or both feet
- 46= chronic pain, stiffness, or weakness of one or both arms
- 47= chronic pain, stiffness, or weakness of one or both legs
- 48= chronic pain, stiffness, or weakness of hip or pelvis
- 49= chronic pain, stiffness, or weakness of the back



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- 57= chronic pain, stiffness, or weakness of any combination of two or more parts of the body
- 61= partial paralysis of one hand
- 62= partial paralysis of one arm, any part
- 63= partial paralysis of one leg, any part
- 64= partial paralysis of both hands
- 65= partial paralysis of both legs, any part
- 66= partial paralysis of both arms, any part
- 67= partial paralysis of one side of body, including one arm and one leg
- 68= partial paralysis of three or more major parts of the body
- 70= complete paralysis of one hand
- 71= complete paralysis of both hands
- 72= complete paralysis of one arm
- 73= complete paralysis of both arms
- 74= complete paralysis of one leg
- 75= complete paralysis of both legs
- 76= complete paralysis of lower half of body involving legs
- 77= complete paralysis of one side of body, including one arm and one leg
- 78= complete paralysis of three or more major members of the body (arms, legs)
- 80= heart disease, with no limitation or restriction of activity
- 81= heart disease, with limitation or restriction of activity
- 82= convulsive disorders
- 83= blood disease
- 84= diabetes, under control
- 85= diabetes, with limitation or restriction of activity
- 86= pulmonary or respiratory disorders
- 87= kidney dysfunctioning
- 88= cancer, complete recovery
- 89= cancer
- 90= mental retardation
- 91= mental or emotional illness
- 92= severe distortion of limbs and/or spine
- 93= disfigurement of face, hands, or feet
- 94= learning disability

IR301, IR302

**Physical Room Location.** GAO locator physical location code. IR146

**Placement Followup Ind.** Code that indicates that the notification for placement followup has been prepared. The codes are:

- y = yes, notification has been prepared
- n = no, notification has not been prepared

IR144

**Plan Code.** Code that indicates the flexfund flexible spending account. This account is being assigned by the NFC. IR113, IR213

**Plan Code.** Code that indicates the carrier of the applicable benefit. The code will be assigned by the NFC as new health benefits plans are implemented. IR116, IR117, IR118, IR121, IR216, IR217, IR218, IR518

**Plan Name.** Indicates the plan name of the health benefit record currently being displayed. IR115, IR215

**Plan Name.** Indicates the plan name of the life insurance record currently being displayed. IR116, IR216

**Plan Type.** Code that indicates whether or not the plan and/or any of the associated options are group term life insurance, where the cost of such insurance is includable in the employee's gross income and reported on the W-2. The codes are:

- 0 = not included in gross pay
- 1 = basic only
- 2 = basic and option 1
- 3 = basic and option 2
- 4 = basic and option 3
- 5 = basic and options 1 and 2
- 6 = basic and options 1 and 3
- 7 = basic and options 2 and 3
- 8 = basic and options 1, 2, and 3

IR116, IR216

**PMRS Bonus Effective YR.** Year the bonus was paid. IR123/2, IR223

**PMRS/PFP Bonus Amount.** Amount of money paid to a merit pay employee for a bonus. IR123/2, IR142, IR223, IR242, IR542

**PMRS/PFP Bonus Effective PP.** Pay period in which the bonus was paid. IR123/2, IR142, IR223, IR242

**PMRS/PFP Bonus Eff YR.** Year the bonus was paid. IR142, IR242

**PMSA Code.** Primary metropolitan statistical area code. IR101, IR201, IR501

**POI.** Personnel Office Identifier; identifies by location and code the office responsible for processing the employee's personnel and related documents and for administering personnel and other matters relating to his/her employment. IR101, IR122/1, IR125, IR127, IR201, IR222/1, IR225, IR501, IR522/1, IR525, IR527

**POI.** OPM designated number that identifies the servicing personnel office for the detailed assignment. IR127, IR227, IR527

**Position Occupied.** Code that indicates whether the employee's position is in the competitive service or the excepted service. The codes are:

- 1 = competitive service
- 2 = excepted service
- 3 = SES, general position
- 4 = SES, career reserved position

IR122/1, IR222/1, IR522/1

**Position Official Title.** Describes the official or classification title of the employee's position. IR145, IR547

**Position Sensitivity Code.** Sensitive protection code (non-critical, critical). This code indicates whether or not the position occupied by the employee has been designated as sensitive, and if so, whether it has been further designated as noncritical or critical. The codes are:

- 0 = not a sensitive position
- 1 = a non-critical sensitive position
- 2 = a critical sensitive position

IR102/1, IR202/1, IR312, IR502

**Position Status Budget.** Records the fact that for budget purposes, the employee occupies either a permanent or other than a permanent position. A permanent position is one that is occupied or is to be occupied by full-time employee established without time limit or for a limited period of a year or more or that has been occupied for a year or more. A position other than a permanent position is a budgeted position to be filled only on a seasonal or intermittent basis. IR144, IR244, IR502/2

**Position Supervisory Code.** The nature of managerial, supervisory, or nonsupervisory responsibility assigned to an employee's position. Values are 2, 4, 5, 6, 7, or 8. IR102/1, IR202/1, IR502/1

**Position Title.** Describes the official or classification title of the employee's position. IR101, IR122/1, IR201, IR222/1, IR312, IR501, IR522/1

**Position Title Code.** Code that identifies the prefix, the standard classification title, and the suffix for the position title for a specific occupation series. IR101, IR201, IR501

**PP.** Pay period during which the compensatory leave was earned. IR139

**PP Deducted This Tax YR.** Number of pay periods the flexfund amount has been deducted in a tax year. IR113, IR213

**PP Last Time Paid.** Number of pay period the last time the employee was paid. This is the pay period for which payment is being made. IR103

**Prepare Leave Record.** Record of leave data transferred. Code that indicates to print AD-336. The codes are:

- y = yes, print AD-336
- n = no, do not print AD-336

c = complete, AD-366 has been printed  
IR132

**Prepare Retire Record.** Code that indicates to print SF-2806. The codes are:

- 0 = do not print SF-2806
- 1 = print SF-2806
- 2 = SF-2806 has not been printed

IR132

**Present Grade Date Day.** Day the employee last entered present grade. IR145

**Present Grade Date Month.** Month the employee last entered present grade. IR145

**Present Grade Date Year.** Year the employee last entered present grade. IR145

**Previous Agency Code.** Code that indicates the employee's previous agency. IR123/2, IR523/2

**Previous Cal Year Split.** Number of AWOP hours that are reported on the last T&A of the pay year, as factored by the PAYE system to be applicable to the next succeeding calendar year. This amount is reset to zero after the end of the new calendar year. IR140

**Primary Fund Code.** 2-digit code relating to specific projects with the appropriation code structure. This code based on the project on which the employee is expected to work at least 50% of his/her time. IR102/2, IR202/2

**Prior Severance Days.** Work field that is used to show the number of days an employee received prior severance pay. For this field, data can be entered into this field. IR135

**Prior Severance Pay Adjustment.** Work field that computed prior severance pay adjustment, if applicable. IR135

**Prior Severance Weeks.** Work field that is used to show the number of weeks an employee received prior severance pay. Data can be entered into this field. IR135

**Prior Yr Balance.** Number of compensatory leave hours that were carried over from prior year. This is used to pay the prior year's comp-lv. IR139

**Prior Yr Balance 2.** An employee's 2nd year compensatory leave balance if eligible for 2 prior years. IR139

**Private Tax Code.** Message decoding the 1-digit numeric private tax code. IR105, IR205

**Private Tax Code.** State tax private code. The codes are:

- 0 = none
- 1 = private
- 2 = public

IR105, IR205

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**Probation Last Recorded Day.** Day the commencing date toward probationary period was last recorded. IR102/2

**Probation Last Recorded Month.** Month the commencing date toward probationary period was last recorded. IR102/2

**Probation Last Recorded Year.** Year the commencing date toward probationary period was last recorded. IR102/2

**Probation Period Start Day.** Day of the start of the one-year probationary period. IR132, IR202/2, IR502/2, IR532

**Probation Period Start Month.** Month of the start of the one-year probationary period. IR132, IR202/2, IR502/2, IR532

**Probation Period Start Year.** Year of the start of the one-year probationary period. IR132, IR202/2, IR502/2, IR532

**Processed Pay Period Begins Day.** Beginning day of pay period being processed. IR131, IR311, IR314

**Processed Pay Period Begins Month.** Beginning month of pay period being processed. IR131, IR311, IR314

**Processed Pay Period Begins Year.** Beginning year of pay period being processed. IR131, IR311, IR314

**Processed PP.** Last pay period a federal tax document was processed. IR104

**Processed PP.** Last pay period a state tax document was processed. IR105, IR205

**Processed PP.** Actual pay period that the document applied to the database. IR125, IR225, IR304, IR525

**Processed PP.** Pay period that the separation action was processed. IR132, IR532

**Processed PP.** Number of the pay period that is currently being processed. IR543

**Processed PP YR.** Last year a federal tax document was processed. IR104, IR532

**Processed YR.** Last year a state tax document was processed. IR105, IR205

**Processed YR.** Actual year the last document applied to the database. IR125, IR225, IR304, IR525

**Processed YR.** Last two digits of the calendar year that the separation action was processed. IR132

**Processed YR.** Beginning year of pay period being processed. IR543

**Processing Pay Period Number.** Number of the pay period that is currently being processed. IR523/2

**Processing PP Begins Date Day.** Beginning day of pay period being processed. IR142, IR523/2

**Processing PP Begins Date Month.** Beginning month of pay period being processed. IR142, IR523/2

**Processing PP Begins Date Year.** Beginning year of pay period being processed. IR142, IR523/2

**Professional Category.** The categories are:

- 1 = statutory
- 2 = professional auditor
- 3 = other professional
- 4 = admin, tech, clerical
- 5 = wage plan
- 6 = experts and consultants

IR102/1, IR202/1, IR502/1

**Program Lang Code.** Code that identifies those computer programming languages in which an individual has expertise as evidenced in the SF-171. The codes are:

- 1 = ALGOL
- 2 = FORTRAN
- 3 = SLEUTH
- 4 = ALC
- 5 = COBOL
- 6 = RPG
- 7 = BASIC
- 8 = OTHER
- 9 = RESERVED
- 0 = n/a

If an invalid code, other than one specified above, is entered in this field, the action is rejected and the message "invalid code. reenter" is displayed. IR123/1

**Project Indicator.** Code that identifies a USDA demo project as experimental or comparison. The codes are:

- e = experimental
- c = comparison

IR145

**Projected Use Day.** Day that unused sick leave to the credit of an employee with an uncommon tour would have expired had leave been used. IR133

**Projected Use Month.** Month that unused sick leave to the credit of an employee with an uncommon tour would have expired had leave been used. IR133

**Projected Use Year.** Year that unused sick leave to the credit of an employee with an uncommon tour would have expired had leave been used. IR133

**Promotion NTE Day.** Day the temporary promotion is not to exceed. IR102/2, IR122/1, IR127, IR202/2, IR222/1, IR227, IR502/2, IR522/1, IR527

**Promotion NTE Month.** Month the temporary promotion is not to exceed. IR102/2, IR122/1, IR127, IR202/2, IR222/1, IR227, IR502/2, IR522/1, IR527

**Promotion NTE Year.** Year the temporary promotion is not to exceed. IR102/2, IR122/1, IR127, IR202/2, IR222/1, IR227, IR502/2, IR522/1, IR527

**Promotion Period Starts Day.** Day of start of one-year probationary period. IR102/2

**Promotion Period Starts Month.** Month of start of one-year probationary period. IR102/2

**Promotion Period Starts Year.** Year of start of one-year probationary period. IR102/2

**Promotion Plan Code.** Code that indicates how a position is being filled when the action placing the employee in the position is a promotion action. This data is needed for statistical reporting and for position and employee evaluation purposes. The codes are:

- 0 = not processed under a promotion plan
- 1 = competitive action
- 2 = career promotion, competition held earlier
- 3 = career promotion, career ladder
- 4 = career promotion-position reclassified
- 6 = noncompetitive action
- 7 = noncompetitive action (Foreign Service Act (FAS and APHIS))

IR123/1, IR223, IR523/1

**P/T Hours Worked/Wk.** Work field that is used to show the number of part-time hours per week worked by a part-time, full-time, or alternator employee. Data can be entered into this field. IR135

**P/T Hrly Rate.** Work field that is used to show the hourly rate at which a part-time, full-time, or alternator employee worked. Data can be entered into this field. IR135

**P/T Pay Periods Worked/Yr.** Work field that is used to show the number of part-time, full-time, or alternator employee. Data can be entered into this field. IR135

**Purchase Price Amount.** Actual cost of the savings bond. IR108

**Quarter Ded Code.** Code that indicates whether the deduction from an employee's salary where quarters, utilities, etc., being furnished will be on a per day or a per pay period basis. The codes are:

- 1 = per day deduction, tax exempt (Forest Service only)
- 2 = per day deduction, not tax exempt (Forest Service only)
- 3 = per pay period deduction, tax exempt
- 4 = per pay period deduction, not tax exempt

IR102/1, IR122/2, IR202/2, IR222/2, IR502/1, IR522/2

**Rate.** Amount of money to be deducted, either per day or per pay period, from the salary of an employee who is being furnished quarters, utilities, etc. For Forest Service, the amount entered represents the per day deduction, and for all other agencies, the amount is the per pay period deduction. IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Rate.** Rate at which the allowance is being paid. It reflects a per day or per pay period rate depending on the allowance code. IR109, IR209

**Rate.** Hourly rate of pay in effect at the time the compensatory leave is earned. IR139

**Rate Expire Notification.** Saved rate due to expire notification indicator. This element contains an indicator that the agency has been notified that the employee saved rate of pay is approaching termination. The codes are:

- y = yes, agency has been notified
- n = no, agency has not been notified

IR128

**Rate Of Distribution.** Employee's rate of distribution for each fund. IR119, IR519

**Recipient Address.** Name and mailing address of the person receiving the alimony and/or child support payments. IR306

**Record.** Counter indicating which occurrence of the ADJP flexfund transaction record is currently being displayed. IR213

**Record.** Message indicating that the record currently being displayed is either a detail position or a temporary position. IR527

**Record Number.** Counter indicating that occurrence of the health benefit record is currently being displayed. IR115, IR215, IR515

**Record Number.** Counter indicating that occurrence of the life insurance record is currently being displayed. IR116, IR516

**Record Status Code.** The codes are:

- 0 = not separated
- 1 = separation commenced
- 2 = separation in process
- 3 = separation complete and is over 90 days old
- 4 = separation complete and is over 120 days old

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- 5 = separation complete and is over 180 days old
- 6 = separation complete and separation-prep-leave-RCD (336-code) is C
- 7 = when separation-RCD-status-code is 6, make code a 7 to drop next pay period

IR132

**Recruitment Bonus.** Lump sum dollar amount paid to a newly appointed employee as an incentive for the employee to work for that agency. IR123/2, IR223, IR523/2

**Recruitment Pct.** Percentage of base pay used to compute the recruitment bonus rate paid to a newly appointed employee. IR123/2, IR223, IR523/2

**Regular Days YTD.** Days of regular military leave used during the fiscal year. Limited to 30 calendar days in a fiscal year. This is reset to zero at the end of the fiscal year. IR133, IR138

**Regular Hours YTD.** Summary of hours of regular military leave used during the leave year. This is reset to zero at the beginning of the first pay period of the leave year. IR133, IR138

**Relocation Bonus.** Lump sum dollar amount paid to a current employee to compensate them for relocation. IR123/2, IR223, IR523/2

**Relocation Pct.** Percentage of base pay used to compute the relocation bonus rate paid to a current employee to compensate them for relocation. IR123/2, IR223, IR523/2

**Remarks Code.** Records those items of information that relate to the action being taken and that are required for documentation purposes. Since the remarks descriptions are not manually entered, a table of codes and descriptions is maintained in the system. Appearance of a remarks code on the input document alerts the system to the remark which must appear on the output document. Codes have been assigned by NFC to those remarks prescribed by OPM, the department, and several agencies. IR122/1, IR222/1, IR522/1

**Residence Address.** Employee's home address. IR124, IR224, IR524

**Restored Leave Day.** Day through which lump sum payment for restored leave carries. IR133

**Restored Leave Month.** Month through which lump sum payment for restored leave carries. IR133

**Restored Leave Year.** Year through which lump sum payment for restored leave carries. IR133

**Retain In Sr Exec.** Code that indicates whether employee will be retained in the SES. The codes are:

- y = yes
- n = no

IR313

**Retain Rate Expire Day.** Day on which the employee's entitlement to a retained rate will terminate. IR128, IR528

**Retain Rate Expire Month.** Month on which the employee's entitlement to a retained rate will terminate. IR128, IR528

**Retain Rate Expire Year.** Year on which the employee's entitlement to a retained rate will terminate. IR128, IR528

**Retention Allowance.** Continuous dollar amount paid to a current employee as an incentive for them to continue working for the same agency. IR123/2, IR223, IR523/2

**Retention Pct.** Percentage of base pay used to compute the retention allowance paid to an employee to give them an incentive to stay on with the agency. IR123/2, IR223, IR523/2

**Retention Rights End Day.** Day job retention rights will terminate. IR123/1, IR523/1

**Retention Rights End Month.** Month job retention rights will terminate. IR123/1, IR523/1

**Retention Rights End Year.** Year job retention rights will terminate. IR123/1, IR523/1

**Retirement Coverage Code.** Records the type of retirement/social security coverage held by the employee pursuant to his/her employment. The data contained in this element is the only basis upon which deductions for retirement purposes will or will not be made. The codes are:

- 1 = CSRS (civil service)
- 2 = FICA
- 3 = FS (foreign service)
- 4 = none
- 5 = other
- 6 = CSRS, special (Civil Service, 7 1/2% deductions under P.L. 93-350)
- 7 = CSRS (Congressional)
- 8 = Court of Veterans Appeals (CVA) Judges Retirement Plan (1%), covered by FICA and CVA Retirement Plan
- 9 = CVA Judges Retirement Plan (4.5%), covered by FICA and CVA Retirement Plan
- C = covered by FICA and by CSRS
- D = CSRS Offset (Congressional) (FICA)
- E = covered by FICA and by CSRS, for law enforcement and firefighter personnel
- G = covered by FICA and by FS retirement system
- I = covered by FERS (Congressional) (FICA)

- J = covered by FICA and by another federal retirement system
- K = covered by FERS and FICA
- L = covered by FERS and FICA, Air Traffic Controllers
- M = covered by FERS and FICA, special
- N = covered by FERS and FICA, reserve technicians
- P = covered by Foreign Service Pension Systems (FSPS) and FICA
- R = covered by FICA and by CSRS
- T = covered by FICA and by CSRS for law enforcement and firefighter personnel
- W = covered by FICA and the FS retirement system
- X = covered by FICA and by another federal retirement system
- Y = DC Retirement (Offset)
- Z = DC Retirement Plan

IR101, IR117, IR201, IR501, IR517

**Retirement Plan 1.** Code that indicates the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented. IR122/1, IR222/1, IR522/1

**Retirement Plan 2.** Code that indicates the carrier of the applicable benefit. The code will be assigned by NFC as new plans are implemented. IR122/1, IR222/1

**Route Number.** Used by Federal Reserve Bank to identify financial instructions used for electronic funds transfer. IR112, IR124, IR306, IR524

**RNO Code.** Literal to decode the RNO code of the record currently being displayed. IR301, IR302

**RNO Code.** Code that identifies the minority group into which the employee has been categorized. The codes are:

- A = American Indian or Alaskan Native
- B = Asian or Pacific Islander
- C = Black, not of Hispanic Origin
- D = Hispanic
- E = White, not of Hispanic Origin
- F = Asian Indian
- G = Chinese
- H = Filipino
- J = Guamanian
- K = Hawaiian
- L = Japanese
- M = Korean
- N = Samoan
- P = Vietnamese
- Q = all other Asian or Pacific Islanders
- Y = not Hispanic in Puerto Rico

IR301, IR302

**Salary Rate Code.** Pay basis for that employee's salary is stated. The codes are:

- PA = per annum
- PH = per hour
- PD = per day
- PM = per month
- PW = piecework
- FB = fee basis
- BW = biweekly
- WC = without compensation

IR101, IR122/1, IR201, IR222/1, IR501, IR522/2

**Salary Rate Holiday.** Indicates whether the hourly holiday rate for a cooperative employee was furnished on the personnel action. The codes are:

- y = yes
- n = no

IR102/2

**Salary Rate Overtime.** Indicates whether the hourly overtime rate for a cooperative employee was furnished on the personnel action. The codes are:

- y = yes
- n = no

IR102/2

**Salary Share Amount.** Amount of a cooperative employee's salary paid by cooperator. This must be on the basis indicated by the salary rate code. This is used in computing the employee's pay. The employee's base salary is reduced by this amount. IR122/2, IR222/2, IR522/2

**Salary Share Code.** Cooperative-Annuitants salary share source code that indicates the outside source that pays a portion or all salary of a cooperative employee or a reemployed annuitant. The codes are:

- 0 = not applicable
- 1 = state cooperator
- 2 = other type of cooperator
- 3 = annuitant under civil service retirement
- 4 = annuitant and state cooperator
- 5 = annuitant and other type of cooperator

IR102/2, IR202/2, IR502/2

**Salary Use.** Element that is being used to store information until the next database change. IR144, IR244

**SCD Leave Day.** Day of service computation for leave. IR122/1, IR135, IR222/1, IR522/1

**SCD Leave Month.** Month of service computation for leave. IR122/1, IR135, IR222/1, IR522/1

**SCD Leave Year.** Year of service computation for leave. IR122/1, IR135, IR222/1, IR522/1

**SCD WGI Day.** Commencing day of service for completion of WGI period. IR102/1, IR132, IR202/1, IR502/1, IR532

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**SCD WGI Month.** Commencing month of service for completion of WGI period. IR102/1, IR132, IR202/1, IR502/1, IR532

**SCD WGI Year.** Commencing year of service for completion of WGI period. IR102/1, IR132, IR202/1, IR502/1, IR532

**Schedule No Last Paid.** Number of schedule for the pay period that is currently being processed. The schedule number is assigned as follows:

- 1st digit = FY
- 2–3 digits = computer payroll
- 4–5 digits = pay period number
- 6th digit = schedule number

IR103

**Scheduled Salary.** Amount scheduled to be earned by an employee before the addition of any allowance, adjustment, or differential. IR101, IR122/1, IR201, IR222/1, IR501, IR522/1, IR547

**School Code.** Code that indicates the school the employee attended. IR130, IR530

**School Name.** Name of the school the employee attended. IR130, IR530

**Seasonal Status Quo.** Code that indicates whether or not the employee is a seasonal, status quo, or seasonal and status quo employee, and if the employee is in his/her first, second, or subsequent season. IR102/1, IR202/1, IR502/1

**Separation Accession Type.** Code that indicates whether employment is terminated because of a regular separation or because of death. The codes are:

- 0 = not separated
- 1 = regular
- 2 = deceased
- 3 = accession this pay period

IR101, IR123/1, IR201, IR223

**Separation Date Day.** Work field to hold the day an employee was separated or will be separated. Data can be entered into this field. IR135

**Separation Date Month.** Work field to hold the month an employee was separated or will be separated. Data can be entered into this field. IR135

**Separation Date Year.** Work field to hold the year an employee was separated or will be separated. Data can be entered into this field. IR135

**Separation Record Status.** The codes are:

- 0 = not separated

- 1 = separation commenced
- 2 = separation in process
- 3 = separation complete and is over 90 days old
- 4 = separation complete and is over 120 days old
- 5 = separation complete and is over 180 days old
- 6 = separation complete and separation-prep-leave-RCD (336 code)=C
- 7 = when the code is 6, make the code a 7 to drop to the next pay period

IR532

**Series.** Code that indicates which savings bond series the employee chooses. The codes are:

- E = series EE
- I = series I

IR108

**Series.** Code that identifies the exact occupational group to which the employee's position has been classified. IR312

**Service Agree Expire Day.** Service agreement expiration day for the USDA demonstration project. IR102/1, IR202/1, IR502/1

**Service Agree Expire Month.** Service agreement expiration month for the USDA demonstration project. IR102/1, IR202/1, IR502/1

**Service Agree Expire Year.** Service agreement expiration year for the USDA demonstration project. IR102/1, IR202/1, IR502/1

**Service Agreement Expire Day.** Multi-use day for use by ASD until a database change occurs. IR145

**Service Agreement Expire Month.** Multi-use month for use by ASD until a database change occurs. IR145

**Service Agreement Expire Year.** Multi-use year for use by ASD until a database change occurs. IR145

**Service Year Start Date Day.** Commencing day of service year. IR102/2, IR202/2, IR502/2

**Service Year Start Date Month.** Commencing month of service year. IR102/2, IR202/2, IR502/2

**Service Year Start Date Year.** Commencing year of service year. IR102/2, IR202/2, IR502/2

**SES Appraisal Year.** Last two digits of the year of the appraisal date for SES employees. IR314

**SES Performance Bonus.** SES bonus amount granted. IR314

**SES Performance Scale.** SES numerical performance rating. IR314

**Severance Fund Balance.** Amount of money remaining to be paid employee as severance pay. IR134

**Severance Pay Code.** Code that determines status of severance pay. The codes are:

- 0 = n/a
- 1 = severance pay data established
- 2 = payment has started
- 3 = payment completed

IR102/2, IR202/2

**Sex Code.** Code that indicates the sex of the employee. The codes are:

- m = male
- f = female

IR122/2, IR123/1, IR222/2, IR223, IR522/2, IR523/1

**SF50 NTE Date Day.** The NTE day to be shown on the personnel action. IR502/2

**SF50 NTE Date Month.** The NTE month to be shown on the personnel action. IR502/2

**SF50 NTE Date Year.** The NTE year to be shown on the personnel action. IR502/2

**Sick Leave Error.** Each pay period the sick leave balance is verified with the balance on the T&A. As differences occur, the employee's record is annotated to indicate an error exists. When the difference first occurs, a message is displayed indicating a new error. Once the difference exists for two or more pay periods, subsequent messages indicate that it is now a prior pay period error. The codes are:

- 0 = no error
- 1 = balance error
- 2 = crossfoot error
- 3 = balance and crossfoot error

IR136/1

**Sick Leave Expire For Retire Day.** Day that unused sick leave to the credit of an employee with an uncommon tour of duty would have expired had he elected to use the leave. IR523/2

**Sick Leave Expire For Retire Month.** Month that unused sick leave to the credit of an employee with an uncommon tour of duty would have expired had he elected to use the leave. IR523/2

**Sick Leave Expire For Retire Year.** Year that unused sick leave to the credit of an employee with an uncommon tour of duty would have expired had he elected to use the leave. IR523/2

**Since WGI.** AWOL since last WGI. Summary of hours of unapproved AWOP occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are for-

given. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. The excess is first converted to work days using a ratio of 7/5. The calendar days are used to extend the employee's waiting period for the next WGI. This is reset to zero when the WGI is granted. IR133, IR140

**Since WGI.** LWOP since last WGI. Summary of hours of approved AWOP occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. The excess is first converted to work days using a ratio of 7/5. The calendar days are used to extend the employee's waiting period for the next WGI. This is reset to zero when the WGI is granted. IR133, IR140

**Since WGI.** Suspension since last WGI. Summary of hours of suspension resulting from disciplinary action occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. IR133, IR140

**Special Employee Code.** Code that identifies the employee to a special category of employees. This code enables certain operations to be performed which would not otherwise be applicable to this type of employee. The codes are:

- 00 = not applicable
- 01 = schedules standby, nonexempt from FLSA
- 02 = AUO, nonexempt from FLSA
- 03 = scheduled standby, AUO, exempt/nonexempt FLSA
- 05 = presidential appointee
- 07 = experts and consultants
- 08 = AUO other than law enforcement personnel
- 10 = Other employees, special Appr/PMB, exceed band by 6%
- 12 = supervisory/managerial employees, exceed band by 6%
- 13 = ARS vessel employees
- 14 = Schedule C employee
- 15 = NOAA field parties
- 16 = ZP division chiefs, supervisory differential 6% NTE range 5
- 17 = supervisory/managerial, other employees, special Appr/PMB 3% differential
- 18 = supervisory/managerial, other than division chiefs, 3% differential
- 19 = ZP supervisory/managerial, other employees, spec APPR/PMB, 6% differential



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## Information Research/Inquiry System

20 =	ZA division chiefs, exceed maximum rate by 6%	59 =	Veteran's Readjustment Program
23 =	Forest Service Job Corps	60 =	Appointment, Veteran under 5 U.S.C. 3112
24 =	Panamanian National	65 =	Workers Compensation Rehab/Rehire Program
26 =	Availability Pay	67 =	Special Handicap Appointment under Schedule A 213.3102 (T) or (U) or Schedule B 213.3202(K)
29 =	employed on U.S. Saudi Arabian Joint Commission	68 =	700 hour Handicap Appointment
30 =	overseas employee not payrolled by NFC	69 =	Presidential Management Intern Program (PMIP)
32 =	law enforcement, ineligible for AUO	76 =	Upward Mobility, assigned to same series
33 =	nonwage employee exempt from the earnings limitation in Reg. 550.105	77 =	Upward Mobility, assigned to different series
34 =	Bureau of the Census Field Representatives	80 =	SES Candidate Development Program
35 =	manually paid employee	82 =	Development SES Mobility Assignment
36 =	manually paid employee on a semi-monthly basis	90 =	Long Term Training Over 120, Competitive In-House
39 =	Office of Technology Assessment (OTA) Board Staff Member	91 =	Secretaries and Department Heads
40 =	overseas employee payrolled by NFC	93 =	Long Term Training, Competitive in Agency or Department
45 =	Forest Service YCC enrollee	94 =	Junior Technician Program
46 =	older American	95 =	Com Sci Fellowship Program
47 =	career and career-conditional part-time employee converted to YACC PFT ceiling	96 =	Federal Executive Institute (FEI)
48 =	Forest Service WAE alternator employees converted to YACC	97 =	President's Executive Exchange Program
49 =	Alaska local hire program	9A =	Special Government Employee
53 =	paid under 2/3 rule	9B =	Displaced Employee
54 =	without compensation employee paid for holidays and overtime	9C =	Vocational Office
55 =	Surface Mining Control/Reclamation Act of 1977	9G =	Scientific Technician, Professional Aids
61 =	FCA employee, no differential	9H =	Administrative Fellowship Program (NOAA)
81 =	mixed tour employee	9I =	EEO Recognition
82 =	employee appointment less than 90 days	9P =	Public Service Career (entry)
89 =	Council Member	9Q =	Public Service Career (upgrade)
90 =	Disaster Area Cadre Employee	9S =	Meteorological Intern
91 =	Disaster Temporary Employee	9T =	Science Intern
IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2		9U =	Science Technician
		9V =	20/20 Work Study
		9W =	Graduate Scientist
		AD =	Asst Director 320 Hours Ceiling
		AT =	Assistant United States Trustee
		G4 =	Accounting Fellow
		G5 =	Outstanding Scholar
		G6 =	Consultant, under 31 USC 731 (E) (1)
		HT =	Housing Technician
		IP =	Intern Program
		MC =	Marshall's Service Coordinator
		OA =	DEA Agents hired under Sch A (C) (1)
		OB =	DEA Agents (1811) hired under Sch B
		OC =	USA/USM Serving Temporary Court Appointment
		OG =	Employee hired under Sch A (G) 40%/GS03/01
<b>Special Employee Programs Code.</b> Code that identifies the employee to a special employment program. The codes are:			
00 =	not applicable		
01–38 =	reserved		
39 =	Apprentice Trainee Program		
41 =	Schedule A 213.3102 (LL)		
42 =	Schedule A 5 CFR 213.3102 (T)		
43 =	Schedule A 5 CFR 213.3102 (U)		
44 =	700-hour trial, 5 CFR 316.402 (b) (5)		
46 =	Schedule B, 5 CFR 213.3202 (k)		
48 =	National Scholars Program		
58 =	Work Release Program		

OH = Attorneys hired under Agency's Honor Recruit Program  
OU = Attorneys hired as Special Assistants to the Agency  
PC = Sch C Position Excepted from Competitive Service  
PN = GS 16–18, Formerly Reported under Sch C  
PZ = Presidential Appointment by/with Senate Consent  
R = Retired Comptroller General (CG)  
S = Survivor of Retired Comptroller General  
SB = Jr Prof Staff Training Program  
SC = Post Doctoral Research Program  
SH = Summer Hires  
SL = Summer Law Clerk  
SI = Faculty Member of a College or University (213.3102(0))  
S2 = High School Teacher  
T = United States Trustee  
T2 = Trained under Initial Procurement Contract  
V8 = AmeriCorps Member  
IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Split TA Required.** Code that indicates whether the nature of action code requires a split T&A or not. The codes are:

y = yes, split T&A is required  
n = no, split T&A is not required

IR144, IR244

**SSNO Changed From.** Previous social security number when a change is made. IR131

**SSNO Changed To.** 9-digit number assigned by the Social Security Administration that is used to identify each employee's record in the database. This number identifies employees on numerous computer output reports and listings. If the employee has no social security number and one cannot be obtained before a personnel action is prepared, a 9-digit ID number is assigned by the agency as follows: The first digit will be "8" if a social security number will not be obtained, or "9" if one will be obtained. The next four digits will be the agency POI, and the remaining four digits will be sequential numbers assigned by the agency. IR131

**SSNO Old.** Previous social security number when a change is made. IR502/2

**St.** Identifies the state or country name of the employee's permanent duty station. This is system generated. IR101, IR201

**Staffing Diff Rate.** Annual total dollar amount paid over and above basic salary to make it easier to hire and to retain employees in selected grades and/or occupational groups. IR123/2, IR223, IR523/2

**Staffing Pct.** Percentage of basic pay to be used for calculation of the staffing differential annual amount. IR123/2, IR223, IR523/2

**State Code.** Code that indicates the state in the city that city income taxes are applicable for is located. IR106, IR206

**State Code.** Code that indicates the state in which the county that county income taxes are applicable for is located. IR107, IR207

**State Code.** Code that indicates the GSA state code for the state in which the charitable contribution campaign area is located. IR111, IR211

**State Code.** Code that indicates state of employee's check mailing address. IR124, IR524

**State Code.** Abbreviation of state where school employee attended. IR130, IR530

**State Code/Name.** Message indicating the state name of the city tax record currently being displayed. IR106, IR206

**State Name.** Message indicating the state name of the county tax record currently being displayed. IR107, IR207

**State/Country.** Code that indicates the state or country in which the employee lives. IR124, IR524

**Status Code.** Code that indicates the employee's selected status with respect to participation in TSP. The codes are:

y = yes, employee elected to have deductions for TSP  
n = no, employee elected not to have deductions for TSP  
i = new hire, employee ineligible for TSP participation

IR518

**Status Duty State.** Message which describes the 1-digit numeric status duty state. IR105, IR205

**Status Duty State.** Code that indicates if state income tax is to be deducted for the state in which the employee's duty station is located. The codes are:

0 = no  
1 = yes  
2 = waived

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3 = dual  
IR105, IR205

**Step.** Employee's within-grade step as provided under the pay plan for his position. IR101, IR122/1, IR145, IR201, IR222/1, IR303, IR312, IR501, IR522/1, IR547

**Sub Level Code.** Accounting levels to which the expenses are to be charged. IR134

**Summary Rating Score.** Total rating score assigned by an approving official which translates into a final performance rating. IR304

**Supervisory Diff Rate.** Annual total dollar amount paid to a supervisor who supervises employees in other pay plans who receive a higher rate of total pay than does the supervisor. IR123/2, IR223, IR523/2

**Supervisory Mgrl Prob Exp Notif.** Code that indicates that tickler notice has been sent to agency advising of impending completion of supervisory managerial probationary period. The codes are:

y = yes, notice sent  
n = no or n/a

IR123/1

**Supervisory Pct.** Percentage of basic pay to be used for calculation of the supervisory differential annual amount. IR123/2, IR223, IR523/2

**Supv Manager Probation Begin Day.** Day an employee is placed in a managerial or supervisory position. IR102/2, IR132, IR202/2, IR502/2, IR532

**Supv Manager Probation Begin Month.** Month an employee is placed in a managerial or supervisory position. IR102/2, IR132, IR202/2, IR502/2, IR532

**Supv Manager Probation Begin Year.** Year an employee is placed in a managerial or supervisory position. IR102/2, IR132, IR202/2, IR502/2, IR532

**Supv Manager Probation Period Req.** Indicates the status of the probationary period of the supervisor/manager. The codes are:

0 = not required  
1 = required  
2 = served  
3 = waived

IR102/2

**SUSP/AWOL/LWOP Cal YR Split.** The number of AWOP hours that are reported on the last T&A of the pay year, as factored by the PAYE system to be applicable to the next succeeding calendar year. This amount is reset to zero at the end of the new calendar year. IR140

**SUSP Since Last WGI.** Summary of hours of suspension resulting from disciplinary action occurring since the employee's last WGI. For those employees in steps 1, 2, and 3, the first 80 hours of AWOP during the waiting period are forgiven. For steps 4, 5, and 6, the first 160 hours are forgiven. For steps 7, 8, and 9, the first 240 hours are forgiven. IR303

**TA Contact Point City.** Code that indicates the city for the T&A contact point. IR124

**TA Contact Point State.** Code that indicates the state for the T&A contact point. IR124

**TA Contact Point Timekeeper.** Code that indicates the timekeeper for the T&A contact point. IR124

**TA Contact Point Unit.** Code that indicates the unit for the T&A contact point. IR124

**Tangible Benefits.** Code that indicates if benefits of the award can be expressed in a monetary amount. The codes are:

1 = benefits are tangible  
blank = no

IR142, IR542

**Tax Deductions YTD.** Year-to-date amount of city tax withheld for an employee. This amount is reset to zero at the beginning of the new tax year. IR106, IR206

**Tax Deductions YTD.** Year-to-date amount of county tax withheld for an employee. This amount is reset to zero at the beginning of the new tax year. IR107, IR207

**Tax Deferred Code.** Code that indicates if the flexfund flexible spending account is tax deferred. The codes are:

y = tax deferred  
n = not tax deferred

IR113, IR213

**Tax Deferred Code.** Code that indicates if the health deductions are tax deferred. The codes are:

y = tax deferred  
n = not tax deferred

IR115, IR215

**Tax Indication.** Code that indicates if a Form 150 has been received, and if so, whether or not the employee is a resident or non-resident of the city for city income tax purposes. The codes are:

1 = 150 resident  
2 = 150 non-resident  
3 = no 150 resident  
4 = no 150 non-resident

IR106

**Tax Indication.** Code that indicates if a Form 150 has been received, and if so, whether or not the employee is a resident or non-resident of the county for county income tax purposes. The codes are:

- 1 = 150 resident
- 2 = 150 non-resident
- 3 = no 150 resident
- 4 = no 150 non-resident

IR107, IR207

**Tax Percent.** Percent of work performed outside of the duty station for city tax purposes. Used to reduce the amount of city tax calculated. IR106, IR206

**Tax Percent.** Percent of work performed outside of the duty station for county tax purposes. Used to reduce the amount of county tax calculated. IR107, IR207

**Tax Status.** Message decoding the tax status of the city tax record currently being displayed. IR106, IR206

**Tax Status.** Message decoding the tax status of the county tax record currently being displayed. IR107, IR207

**Tax Status.** Code that indicates if withholding of city income tax is based on duty station of residence. The codes are:

- 1 = duty station
- 2 = residence
- 3 = both, duty station and residence
- 4 = voluntary
- 5 = exempt-duty station, voluntary-residence

IR106, IR206

**Tax Status.** Code that indicates if withholding of county income tax is based on duty station of residence. The codes are:

- 1 = duty station
- 2 = residence
- 3 = both, duty station and residence
- 4 = voluntary
- 5 = exempt-duty station, voluntary-residence

IR107, IR207

**Taxable.** Code that indicates if this allowance is taxable or exempt. The codes are:

- y = taxable
- n = tax exempt

IR109, IR209

**TDY Post Differential.** Percentage rate at which post differential is computed for an employee who is temporarily detailed to a foreign post of duty. IR102/1

**Temporary FEHB SCD Date Day.** Day counting toward FEHB eligibility for temporary employees. IR115

**Temporary FEHB SCD Date Month.** Month counting toward FEHB eligibility for temporary employees. IR115

**Temporary FEHB SCD Date Year.** Year counting toward FEHB eligibility for temporary employees. IR115

**Tenure Group.** Code that identifies the tenure group that the employee occupies for RIF purposes. The codes are:

- 0 = not in any retention group
- 1 = group 1
- 2 = group 2
- 3 = group 3

IR122/1, IR145, IR222/1, IR522/1

**Thrift Savings Plan Change Ind.** Code that indicates a TSP data change. The codes are:

- n = no change
- y = change

IR144

**Total.** Indicates the total maximum allowance, if any. If present, the allowance balance will be adjusted when an allowance is paid. IR109, IR209

**Total Amount.** Total amount of allotments to be deducted each month. IR112

**Total Amount.** Total yearly amount to be deducted for the flexfund flexible spending account. IR113, IR213

**Total Amount.** Total amount of the court cost for an alimony and/or child support case. IR306

**Total Amount.** Code that identifies if the check is being sent DD/EFT or mailed to a specific address. The codes are:

- 1 = DD/EFT
- 2 = specific address

IR306

**Total Balance.** Total deducted from pay through this cycle. IR112

**Total Current Balance.** Hours of compensatory leave to the credit of the employee as of the current pay period of the current leave year. IR139

**Total Deduction.** Total amount of money deducted during the pay period for all savings bond authorizations. IR108

**Total Retirement Ded.** Displays the total of the cum-retirement-deductions of salary and cum-retire-deducts-conv of salary. IR117

**Total Salary.** Counter which calculates other pay to include AUO, availability pay, retention allowance, supervisory differential, and staffing differential. The total salary does not include regional or specific agency pay differentials. IR122/1, IR522/1

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**Total Severance Fund.** Total amount of money due as severance pay. IR134

**Total Severance Pay.** Work field that computes total severance pay by adding together the basic severance and the age adjustment allowance. This field will change if the user enters data into basic severance allowance and age adjustment allowance fields. IR135

**Total Severance Pay Allowable.** Work field that computes the total severance pay allowable. It is computing by subtracting any prior severance pay from the total severance pay. This field will change if the user enters any prior severance pay into the computation. IR135

**Total Time Off Hours.** Cumulative number of award hours granted to an employee without charge to leave or loss of pay. IR142

**Tour Of Duty Hours.** Records duty hours of a part-time employee. The number of hours shown establishes in the employee's record his/her tour of duty for pay, leave, service, and other requirements. Fractional hours must be entered as decimal equivalents. The codes are:

- 1/4 hour = 25
- 1/2 hour = 50
- 3/4 hour = 75

IR102/1, IR122/1, IR202/1, IR222/1, IR502/1, IR522/1

**Toward Career Tenure.** Initial paid status days to conversion to tenure status. This element is set to control the waiting period for conversion is for 3 years of creditable service. The AWOP affecting the tenure and the elapsed calendar days are used with this data to determine the waiting period the data contained in this element is reset upon the completion of the 3-year waiting period at which time the conversion date toward career or permanent is removed. IR129

**Toward Leave Credits.** Summary of hours of AWOP that occur during the leave year. Whenever the absence equals the number of base hours in a pay period, the employee's accruals for annual and sick leave are reduced, and this counter is reduced by the number of base hours. Any hours remaining at the end of the leave year that are less than the number of base hours are dropped. IR140

**Transaction Code.** Code that indicates the type of allotment action requested. The codes are:

- 01= cancel allotment
- 02= change allotment
- 04= separated/final allotment
- 11= new allotment
- 12= regular deduction
- 13= nonpay

- 14= insufficient pay
- 21= net pay (1189)
- 30= net pay EFT
- 40= Federal TSP loans
- 50= FDIC TSP loans

IR110, IR120

**Transaction Code.** Code that indicates the type of action that is being processed. The codes are:

- 01= new enrollment
- 02= change
- 03= cancellation

IR113, IR213

**Transaction Code.** Literal to decode the TC of the alimony and/or child support record currently being displayed. IR306

**Transaction Code.** 4-digit sequential number assigned to the case by the employee's agency. IR306

**Transaction Code.** Literal used to decode the record currently being displayed. IR308, IR309

**Transaction Code.** Code that indicates the type of action regarding withholding of union dues from an employee's salary. The codes are:

- 01= new authorization
- 02= change in local or lodge
- 03= employee revocation received
- 04= organization cancellation
- 05= wages inadequate to deduct
- 06= LWOP, furloughed, or suspension
- 07= employee revocation effective
- 08= national recognition withdrawn
- 09= employee separated
- 10= employee not paid this pay period
- 11= employee separated, final salary due
- 12= dues deducted in error
- 13= adjustment to dues deducted
- 14= change in dues
- 90= deactivate
- 91= activate
- 92= cancel due to promotion, etc. outside of business
- 93= separation, retirement
- 94= LWOP for subsequent pay period

IR308, IR309, IR311

**TSP Base Pay YTD.** Year-to-date base pay used to compute thrift savings. IR103

**TSP Base Pay YTD.** Year-to-date earnings for an employee in a particular TSP. The amount is reset to zero at the beginning of the new tax year. IR118, IR218

**TSP Eligibility Code.** The codes are:

- 1 = eligible to participate in TSP during the first open season.
  - 2 = eligible to participate in TSP during the second open season.
  - 3 = eligible to participate in TSP immediately.
  - 4 = immediate participation in 1-percent basic government contribution; eligible to contribute to TSP during first open season (FERS only).
  - 5 = immediate participation in 1-percent basic government, eligible to contribute to TSP during the second open season (FERS only)
  - 6 = ineligible
  - 7 = participating or has participated
- IR118, IR122/2, IR218, IR222/2, IR522/2

**TSP SCD Day.** Day that shows the total creditable service counting toward 1-percent vesting for FERS employees. IR118, IR518

**TSP SCD Month.** Month that shows the total creditable service counting toward 1-percent vesting for FERS employees. IR118, IR518

**TSP SCD Year.** Year that shows the total creditable service counting toward 1-percent vesting for FERS employees. IR118, IR518

**TSP Status Date Day.** Indicates day of effective date of the employee's change in TSP eligibility status. IR518

**TSP Status Date Month.** Indicates month of effective date of the employee's change in TSP eligibility status. IR518

**TSP Status Date Year.** Indicates year of effective date of the employee's change in TSP eligibility status. IR518

**Type.** Code that identifies the type allowance. The codes are the same as the TC and suffix. IR109, IR209

**Type Account.** Code that indicates whether the account is a checking or a savings account. IR112, IR306

**Type Code.** Code that indicates the type of action to be taken with regard to charitable contributions for the campaign area designated by the employee. The codes are:

- 81 = revocation of charitable contributions
- 82 = data change or correction to charitable contributions authorization
- 83 = charitable contributions authorization
- 84 = transfer out
- 85 = transfer in
- 87 = allotment revocation

IR111, IR211

**Type Code.** Code that identifies the receipt account to indicate the reason for the deduction. The codes are:

- 00= misc deduction

- 01= salary overpayment
- 02= duplicate salary payment
- 03= salary advance collection
- 04= lump sum overpayment
- 05= lump sum recovery
- 06= overdrawn leave
- 07= paid leave to LWOP
- 12= PAYE 05
- 13= PAYE 05
- 20= adjustment FICA and retirement
- 21= FEHBA
- 22= FEGLI
- 23= quarters
- 24= quarters (not taxed)
- 25= meals
- 26= commissary
- 27= child support/alimony
- 28= LWOP FEHBA
- 29= credit net pay
- 30= bankruptcy
- 40= tax levy
- 41= travel advance
- 42= property loss
- 43= subsistence
- 44= personal phone calls
- 45= parking fees
- 46= jury fees recovery
- 47= moving expense recovery
- 48= duplicate savings allotment
- 49= travel overpayment
- 51= Treasury Offset Program
- 81= revocation of authorization
- 82= change of correction to authorization
- 83= new authorization
- 85= transfer in
- 87= allotment revocation
- 90= other type

IR114

**Type Disbursement.** Literal to decode the type of disbursement code for the alimony and/or child support record currently being displayed. IR306

**Type Disbursement.** Code that indicates the type of action being initiated by the document. The codes are:

- 1 = new
- 2 = change
- 3 = cancel

IR306

**Type Of Appointment Code.** Appointment given to an employee. The code will indicate into which service the employee has been placed and his/her status with respect to the type of appointment he/she holds. This data is used

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to audit conformity of other data relating specifically to the employee's appointment and to produce various output records and listings requiring identification of employee by the type of appointment he/she holds. The codes are:

- 1 = competitive-career, SES career
- 2 = competitive, career conditional
- 3 = competitive, term, TAPER, indefinite, SES-military term, or emergency
- 4 = competitive temporary, SES time limited career, special need
- 6 = excepted permanent, SES noncareer
- 7 = excepted conditional
- 8 = excepted indefinite, excepted limited (more than 1 year)
- 9 = excepted temporary, SES time limited non-career

IR102/1, IR122/2, IR202/1, IR222/2, IR502/1, IR522/2

**Type Of Bank Account.** Code that indicates whether the account is a checking or savings account. IR110, IR120

**Type Of Investigation.** Type of investigation completed for security. The codes are:

- 01= replacement investigation
- 02= national agency check
- 03= national agency check and inquiries
- 04= minimum background investigation
- 05= limited background investigation
- 06= background investigation
- 07= special background investigation
- 08= reimbursable suitability
- 09= periodic investigation
- 10= upgrade investigation
- 11= upgrade investigation

IR312

**Type Rank Award.** Code that indicates whether SES rank award is for distinguished or meritorious service. The codes are:

- d = distinguished
- m = meritorious

IR313

**Type Rank Award.** Literal to decode the type of rank award code of the record currently being displayed. IR313

**Uncapped Salary For TSP.** Uncapped salary for FWS employees working in capped wage area. This salary is used to compute TSP deductions and contributions. IR118

**Uniform Service Retire COLA.** Annual cost of living increase given to uniform service retirees. IR102/2

**Uniform Service Status.** Code that indicates the employee's current military status, if any. This is also used to record the service component for employees who are retired military personnel. The codes are:

- 0 = none
- 1 = ready reserve
- 2 = standby reserve
- 3 = national guard
- 4 = retired military, regular
- 5 = retired military, non-regular

IR102/1, IR122/2, IR502/1, IR522/2

**Union Code.** Code that identifies the union for which dues are being deducted from the employee's salary. IR308, IR309, IR311

**Union Dues Change Ind.** Code that indicates a union dues change. The codes are:

- n = no change
- y = change

IR144

**Union/Local Code.** Code that identifies the local or lodge number of the union designated by the employee for dues deduction. IR308, IR309, IR311

**Union/Local Code Address.** The first, second, and third line of the local or lodge number of the union. This is determined by the Union/Local Code. IR308, IR309, IR311

**USDA Demo Project Ind.** Code that identifies a USDA demo position as experimental or comparison. The codes are:

- e = experimental
- c = comparison

**Used YTD.** Summary of hours of compensatory leave used during the current leave year. Each pay period the usage is updated by the number of hours of compensatory leave recorded on the T&A. This amount is reset to zero at the beginning of the first pay period of the leave year. IR139

**User ID.** User ID of the individual that entered the last document that applied to the database. IR125, IR225, IR515, IR525

**Veteran's Pref Code.** Code that indicates the preference used for appointment purposes and is also used in determining retention rights for RIF actions and procedural rights in appeal cases, and in other areas where veteran preference is pertinent. The codes are:

- 1 = none
- 2 = 5 point
- 3 = 10 point disability
- 4 = 10 point compensable
- 5 = 10 point other
- 6 = 10 point 30% compensable

IR122/1, IR222/1, IR522/1

**Veteran's Pref RIF.** Code that indicates retention rights for RIF purposes. The codes are:

- 1 = 30 percent or more disabled
- 2 = veteran
- 3 = non veteran
- 4 = veteran for hiring purposes, but has no retention rights
- 5 = non veteran, but has veteran retention rights

IR122/1, IR222/1, IR522/1

**Veteran's Status.** Code that indicates whether the employee is a veteran. The codes are:

- n = not a veteran of the Vietnam era (prior to 9/30/91)
- v = Vietnam era veteran
- b = pre-Vietnam era veteran
- p = post-Vietnam era veteran
- x = not a veteran (after 9/30/91)

IR122/2, IR123/1, IR222/2, IR223, IR522/2, IR523/1

**Voluntary/Involuntary.** Code that identifies if the RA is voluntary or not. The codes are:

- y = voluntary
- n = involuntary

IR114

**W 4 Controlled By IRS.** Code that indicates employees that can have their federal tax exemptions changed by IRS only. The codes are:

- y = yes
- n = no

IR104

**Wage Board Area Code.** Code that indicates the area used for determining the rate of pay for "blue collar" workers. IR102/2, IR202/2, IR502/2

**WB Shift 2.** Rate used to compute pay for 2nd shift time reported on T&A for FWS employees. IR102/2, IR202/2, IR502/2

**WB Shift 3.** Rate used to compute pay for 3rd shift time reported on T&A for FWS employees. IR102/2, IR202/2, IR502/2

**WB Shift Var.** Rate used to compute pay for varied shift time reported on T&A for FWS employees. IR102/2, IR202/2, IR502/2

**Weekly Rate At Date Of Separation.** Work field that computes the weekly pay rate, in dollars, on the date an employee separates. IR135

**WGI Denied.** Code that serves 2 purposes: (1) to control the return of the WGI form for an employee that was due a WGI and (2) records in the database that a WGI that was

due was withheld from the employee, and the information was returned to the agency that the WGI was withheld. The codes are:

- 0 = not applicable
- 1 = WGI withheld
- 2 = notice given that WGI was withheld

IR303

**WGI Due Code.** Code that indicates if a WGI is due. The codes are:

- 0 = no
- 1 = due
- 2 = given
- 3 = intermittent projected due
- 4 = give to intermittent when due

IR123/1, IR303

**WGI Due PP.** Pay period when the WGI due code was coded due. IR123/1

**WGI Due YR.** Year in which the WGI due code was coded due. IR123/1

**WGI Notification Given Cd.** Code that indicates if WGI notification has been prepared. The codes are:

- 1 = yes, 16 week
- 2 = yes, 4 week

IR123/1, IR303

**WGI Notification Given PP.** Pay period notification of WGI was given. IR123/1

**WGI SCD Date Day.** Commencing day of service for completion of within grade increase (WGI) period. IR303

**WGI SCD Date Month.** Commencing month of service for completion of WGI period. IR303

**WGI SCD Date Year.** Commencing year of service for completion of WGI period. IR303

**WH State Name.** Message decoding the 2-digit numeric state code into the alpha state name. IR105

**Withholding State Code/Name.** Code that indicates the state for which state income taxes are withheld from the employee's salary. IR105, IR205

**Within Ceiling Lv Day.** Day through which lump sum payment for leave within ceiling carries. IR133

**Within Ceiling Lv Month.** Month through which lump sum payment for leave within ceiling carries. IR133

**Within Ceiling Lv Year.** Year through which lump sum payment for leave within ceiling carries. IR133

**Work Building Code.** GAO locator building identification code. IR146

**Work Phone Number.** GAO locator work telephone number. IR146

**Work Schedule.** Code that indicates the time basis on that an employee is scheduled to work. The codes are:



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f =full time  
g = full time seasonal  
h = full time on call  
p = part time  
q = part time seasonal  
r = part time on call  
i = intermittent  
j = intermittent seasonal

IR102/1, IR122/1, IR222/1, IR202/1, IR303, IR502/1, IR522/1

**Worked Leave Ret RIF.** Intermittent hours worked since last WGI. IR129

**Worked SCD.** Intermittent days worked calendar year. Summary of days worked by the employee while serving an intermittent type of employment during the current calendar year. The days worked are converted to calendar days by using a ratio of 7/5. The calendar days computed are subtracted from the intermittent elapsed calendar days, and the result is used to adjust the service computation dates for leave, retirement, and RIF. The dates are adjusted at the end of the leave year, whenever the tour of duty changes to full-time or part-time. This amount is reset to zero when the adjustment is accomplished. IR129

**Worked Since Last WGI.** Number of work days that an intermittent employee has recorded on the T&A for each pay period. This counter is updated only if a WGI SCD is present. IR129

**Worked This Appointment.** Number of intermittent days that the employee works affecting a particular appointment. Whenever the type of employment, type of appointment, end of the leave year, salary, or tour of duty changes, the data in this element is forwarded to the retirement system to control the length of service for the employee. This is reset to zero whenever, these changes occur. This element is maintained for all intermittent employees, but it only effects those covered by retirement. IR129

**Worked While On Rolls.** Records in the employee master file the number of days that the employee has worked as an intermittent while. IR129

**Working Title.** Describes the organizational working title of the employee's position as distinguished from the official or classification title. IR122/1, IR123/1, IR522/1, IR523/1

**Working Title Code.** Code that indicates the administrative or organizational title of a position. IR123/1, IR223, IR523/1

**YR.** Last year a state tax document was processed. IR105

**YR.** Last two digits of the leave year during which the compensatory leave is earned. IR139

**YR.** Last two digits of the year the appraisal date for SES employees. IR313

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